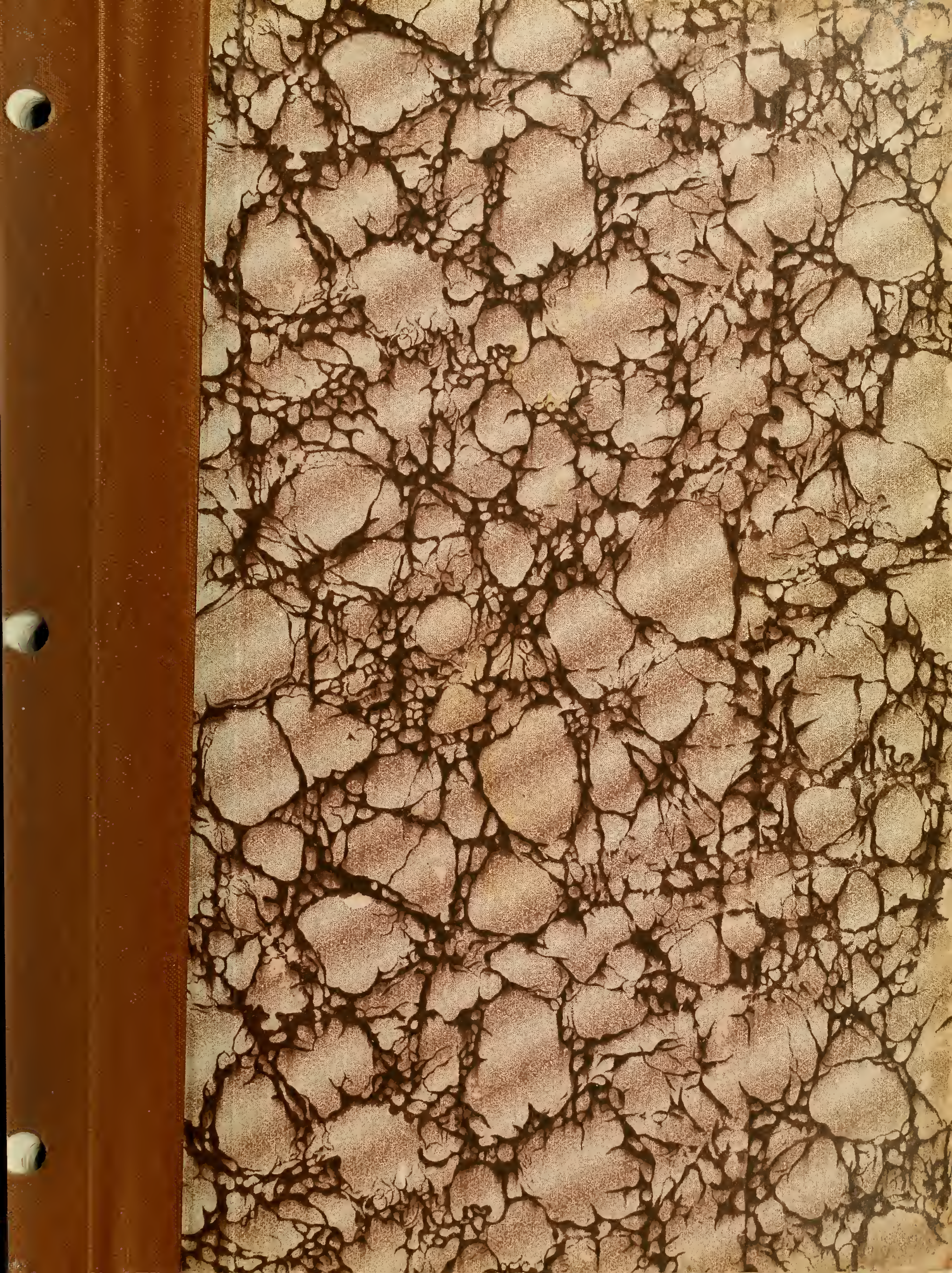

COMMITTEE

## TRUSTEES' COMMITTEES

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE

ON EXPERIMENT DEPARTMENT

INDEXED

Boston City Club, January 8, 1925

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The Committee convened at 11:10 A. M. with the Chairman, Mr. Charles H. Preston, presiding.

PRESENT: Trustees Preston, Frost and Lewis.
Director Haskell was also present.

Director Haskell reported on recent and prospective resignations from the Experiment Station Staff of members leaving to accept more lucrative positions elsewhere. A discussion ensued on the effect of the present salary schedule with respect to entrance rates and yearly increases.

Resignations of staff members

Director Haskell presented a draft of a bill which has been prepared by a Committee of which Director Haskell is a member providing for the inspection and analysis of agricultural seeds offered for sale in Massachusetts. This bill contemplates placing the administration of such a law with the Commissioner of Agriculture and places on the Experiment Station of the Agricultural College the obligation for testing the samples collected and publication of results of such tests. On motion of Mr. Frost it was

Draft of proposed seed law

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COMMITTEE

Approval of proposed seed law

VOTED: To recommend to the Trustees the approval of the draft of the proposed seed law for Massachusetts as submitted by Director Haskell.

The meeting adjourned at 12:15 P. M.

_____ Chairman

Ralph J. Watts _____ Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FARM

Boston City Club, January 8, 1925

INDEXED

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The Committee convened at 12:30 P. M. with the Chairman, Mr. N. I. Bowditch, presiding.

PRESENT: Trustees Bowditch, Ellis, Gerrett, Gilbert, Richardson and Lewis. During a part of the session Professor Foord was also present.

Egg-laying contest

Dr. Gilbert reported for the special committee appointed to consider the advisability of organizing an egg-laying contest at the College and on the possibility of securing the necessary equipment therefor . Discussion ensued relative to land available for such a project and the committee favored the location west of Lincoln Avenue and south of Paige Laboratory. On motion of Dr. Gilbert it was

Egg-laying contest appropriation

VOTED: To recommend to the Trustees that an appropriation of $15,000 be requested in the supplementary budget of 1925 for the necessary equipment for an egg-laying contest to be carried on at the College.

Live-stock exhibitions in fall of 1925

A Committee consisting of Professor Foord, Mr. Montague, and Mr. Hawley presented a schedule for live-stock exhibitions in the fall of 1925 as follows:

Eastern States Exposition (a competetive exhibit with all educational opportunities capitalized to fullest extent.)

15 to 20 head of cattle
6 horses
20 sheep
Possibly 6 head of swine
Estimated cost $700

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Live-stock exhibitions

Brockton Fair (an educational exhibit of livestock)
15 cattle
12 sheep
5 horses
Estimated cost $800

Northampton Fair
Educational exhibit of Percheron horses
Estimated cost $75

Greenfield Fair
Educational exhibit of Percheron horses
Estimated cost $75

It was

VOTED: To approve the above schedule of live-stock exhibits in 1925, provided funds are available at a cost not to exceed $1800 and that the details of this exhibit be referred with power to the Acting President and the Chairman of the Farm Committee.

E. J. Montague headship of Dept. of An. Hus.

The Acting President reported on conferences which he had had with Mr. Montague relative to the Headship of the Department of Animal Husbandry and presented a letter from Mr. Montague relative thereto.

J. B. Knight, possible Head of Div. of Agriculture

The Committee discussed at length the question of organization within the Division of Agriculture during which Dr. Gilbert suggested the name of J. B. Knight, M. A. C. 1892 as a possible candidate for the Head of the Division.

On motion of Dr.Gilbert it was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: To recommend to the Committee on Course of Study and Faculty that a special committee consisting of the Chairman of the Committee on Course of Study and Faculty, the Chairman of the Farm Committee, Acting President Lewis, and one other Trustee be appointed to consider the organization of the Division of Agriculture, to consider candidates for vacant positions therein, and to make a final report to the Trustees in June, 1925.

Organization of Div. of Agric., vacancies, etc.

It was

VOTED: To recommend to the Trustees that E. J. Montague be granted a leave of absence for three months with pay in order to make a study of the larger use of the College Farm for teaching and other purposes.

E. J. Montague leave of absence

The Committee discussed the question of charging house rent to the foremen occupying the cottages recently erected on the college farm. No action was taken.

Rent of cottages on College Farm

On recommendation of Professor Foord it was

VOTED: To recommend to the Trustees that effective February 1, 1925, members of the staff be charged 10 cents per quart for milk at the barn.

Charge for milk

The Committee discussed the present practice of the College charging a fee for the analysis and report of poultry diseases and it was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Fee for the analysis and report of poultry diseases.

VOTED: To recommend to the Trustees that the vote of May 16, 1924 whereby there was established a fee for such diagnosis be rescinded and that such service be in the future rendered without charge insofar as it applies to poultry and dairying industries in the State of Massachusetts.

The meeting adjourned at 2:35 P. M.

_____ Chairman

Ralph J. Watts, Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXTENSION SERVICE

Boston City Club, January 8, 1925

INDEXED

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The Committee convened at 2:40 P. M. with the Chairman, Mr. N. I. Bowditch, presiding.

PRESENT: Trustees Bowditch, Ellis, Frost, Gilbert, and Lewis. Director Willard was also present.

Director Willard reported on the following topics which were discussed by the Committee:

Report of Director Willard on special topics

1. Essex County Situation
2. Home Management Position
3. Publication Situation
4. Veterinary School
5. Poultry Crisis
6. Milk Crisis
7. State Farm Bureau Federation
8. Extension Work Elsewhere
9. Extension Teaching of Economics
10. Extension Teaching of Sociology and Community Organization
11. Correspondence Course Fees.

It was

VOTED: To approve the revised fees for correspondence courses as presented by Director Willard.

Correspondence courses--fees

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The meeting adjourned at 3:35 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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CORRESPONDENCE COURSE FEES APPROVED BY

TRUSTEE COMMITTEE ON EXTENSION SERVICE, JANUARY 8, 1925

| Course No. | Name | No. Lessons | Present Rate | Proposed Rate |
|---|---|---|---|---|
| 1. | Farm Management | 8 | $5.00 | $2.00 |
| 2. | Soils and Soil Improvement | | | |
| | a. Soils and Soil Fertility | 15 | } 5.00 | 3.00 |
| | b. Fertilizers and Manures | 7 | | 2.00 |
| 3. | Field Crops | 8 | 5.00 | 2.00 |
| 4. | Animal Husbandry | | | |
| | a. Feeding Farm Animals | 15 | 5.00 | 3.00 |
| 5. | Dairying | | | |
| | a. Producing and Handling Market Milk | 15 | 5.00 | 3.00 |
| 6. | Poultry - Present Course | 57 | 5.00 | 12.00 |
| | Proposed revised courses | | | |
| | a. Breeding and Incubation | 10 | | 3.00 |
| | b. Brooding and Rearing | 10 | | 3.00 |
| | c. Flock Management | 25 | | 5.00 |
| | d. Poultry Farm Organization | 8 | | 2.00 |
| 8. | Forestry | 8 | 5.00 | 2.00 |
| 9. | Beekeeping | 8 | 5.00 | 2.00 |
| 10. | Pomology - new revised courses | | | |
| | a. Apple Growing | 9 | | 2.00 |
| | b. Peach Growing | 9 | | 2.00 |
| | c. Grape Growing | 9 | | 2.00 |
| | d. Strawberry Growing | 9 | | 2.00 |
| 11. | Floriculture | | | |
| | a. Home Flower Gardening | 15) | 5.00 | 4.00 |
| | b. Care of House Plants | 5) | | |
| | c. Commercial Floriculture | 24 | (reading course) 1.00 | 2.50 |
| 12. | Vegetable Gardening | 14 | 5.00 | 3.00 |
| 13. | Horticultural Manufactures | 23 | 5.00 | 5.00 |
| 15. | Marketing | 27 | | 9.00 |
| | a. General | 13 | | 4.50 |
| | b. Apples | 6 | | 3.00 |
| | c. Eggs | 3 | | 3.00 |
| | d. Dairy | 5 | | 3.00 |

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, January 8, 1925

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The Committee convened at 3:40 P. M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Bacon, Gannon, Gilbert, Smith and Lewis.

On recommendation of the Farm Committee, it was

Div. of Agric. candidates for vacant positions

VOTED: That a special committee consisting of the Chairman of the Committee on Course of Study and Faculty, the Chairman of the Farm Committee, Acting President Lewis and one other Trustee be appointed to consider the organization of the Division of Agriculture, to consider candidates for vacant positions therein, and to make a final report to the Trustees in June, 1925.

Pursuant to the above vote the Chairman named Dr. Gilbert as the fourth member of the Committee.

On motion of the Acting President it was

H. T. Goessmann leave of absence

VOTED: To recommend to the Trustees that the leave of absence with pay to Miss H. T. Goessmann on account of illness be extended to March 31, 1925.

J. P. Jones, leave of absence

VOTED: To recommend to the Trustees that a leave of absence with pay be granted to J. P. Jones for two months for the purpose of completing his studies for the Degree of Doctor of Philosophy.

The meeting adjourned at 4 P. M.

_____ Chairman

Ralph W. Watts. Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE

ON FINANCE

Boston City Club, January 8, 1925

INDEXED

---

The Committee convened at 5 P. M. with the Chairman, Mr. Charles A. Gleason, presiding.

PRESENT: Trustee Gleason, Bowditch, Clark, Ellis, Pollard, Richardson and Lewis. Treasurer Kenney was also present.

The Acting President submitted a bill presented by Fitz-Henry Smith covering an opinion rendered by him relative to the powers of the Trustees. After discussion and on motion of Mr. Ellis it was

Bill of Fitz-Henry Smith

VOTED: To pay from the income of the Burnham Emergency Fund the bill of $100 submitted by Fitz-Henry Smith for an opinion rendered relative to the powers of the Trustees of the Massachusetts Agricultural College.

VOTED: To pay from the income of the Burnham Emergency Fund the annual dues of Acting President Lewis as a member of the Boston City Club.

Annual dues of Acting Pres. in City Club

VOTED: To appropriate the income accumulated to date from the Sessions fund for use by the Acting President for publicity purposes.

Use of Sessions Fund for publicity

The Acting President submitted a revised plan for considering requests for out-of-state travel. On motion of Mr. Bowditch it was

Out-of-state travel

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: That the plan be approved as submitted and that the Acting President confer with the Commission on Administration and Finance relative to the possibility of following the procedure suggested.

College diplomas

The Treasurer raised the question as to the advisability of purchasing college diplomas from the Suffolk Engraving Company. It was the opinion of the Committee that no change should be made from the present arrangement.

Lord and Burnham Co.--advertisement of the American Greenhouse Manufacturing Company

The Treasurer presented correspondence between the Lord and Burnham Company, Greenhouse Contractors and Professor Clark L. Thayer concerning an advertisement which had been prepared by the American Greenhouse Manufacturing Company. It was the opinion of the Committee that no public statement from the College should be made relative to the awarding of the contract for the greenhouse at Waltham to the American Greenhouse Manufacturing Company.

Report of the Treasurer

The Treasurer presented his report for the year ending November 30, 1924. After discussion it was

VOTED: To approve the report as presented and recommend its adoption to the Trustees.

On motion of Mr. Ellis it was

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

Compensation of Frank Gerrett as Asst. Auditor

VOTED: To pay annually to Mr. Frank Gerrett $100 for services as assistant auditor.

The meeting adjourned at 6:30 P. M.

_____ Chairman

Ralph J. Watts, Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

INDEXED

MINUTES OF THE MEETING OF TRUSTEE COMMITTEE ON LEGISLATION

Room 458, State House, Boston, February 16, 1925

---

Mr. Charles A. Gleason called the meeting to order at 11:20 A. M.

PRESENT: Trustees Gleason, Ellis, Bacon, Richardson, Smith, Wheeler and Lewis.

Poultry disease elimination appropriation

Director Haskell appeared before the Committee and explained the effect on the poultry disease elimination work if an appropriation of $8,000 is allowed. An appropriation of $9,000 is required for the current year to meet existing demands. On account of increased receipts, the net cost to the State will be practically no greater than under the proposed appropriation of $8,000. Director Haskell stated that if there were available a net state appropriation of $2,500 or $3,000 with provision for re-appropriating all income derived from tests, this work could be carried on satisfactorily.

Experiment Station--personal service item in budget

Director Haskell also stated that the personal service item for the Experiment Station is not sufficient to carry on the field work on the same basis as in 1924 and requested that $3,000 be added to this classification for 1925. Field work on the Brooks farm has to date been

developed by savings on projects previously carried on and without significant additions to the annual appropriation.

The Committee discussed at length the budget recommendations now before the Legislature and it was agreed that while each item in the list for special appropriations is seriously needed, no insistence shall be made for the restoration of any item. It was agreed that a representative of the Board should appear before the Ways and Means Committee and make a vigorous protest against the continued postponement of these items.

Appearance before Ways and Means Committee to protest against cutting down budget items

The Acting President was asked to represent the Trustees before the Committee and at his discretion to request the following increases in the recommendations appearing in the budget:

Increases for budget recommendations

1. $1,000 for walks
2. $1,000 for Poultry Disease Elimination Law
3. $3,000 for Experiment Station, Personal Service.

Commissioner Smith stated that the Committee on Ways and Means is considering the advisability of establishing a tuition charge for students attending the Normal Schools, the Textile Schools, and the Massachusetts Agricultural College. It was the sentiment of the Committee that no tuition fee should be established for students from this state attending the Massachusetts Agricultural College.

Tuition charge for Normal Schools Textile Schools and M. A. C.

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COMMITTEE

Alumni bill--powers of the Trustees

The Acting President asked for instructions as to the position he should take with regard to the Alumni bill now before the Legislature seeking to restore to the Trustees the power for managing the affairs of the institution. It was agreed that the Acting President should attend the hearing on this bill and should make such statement as he deems wise concerning it, avoiding, however, making any statement which will commit the Trustees to this bill.

Cancellation of position of Extension Professor of Landscape Gardening from Extension Service budget

The Acting President reported on the cancellation by the Commission on Administration and Finance of the position of Extension Professor of Landscape Gardening in the budget of the Extension Service. The Acting President was instructed to ask, at his discretion, for the restoration of this item in the budget.

The meeting adjourned at 1:20 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF SPECIAL TRUSTEE COMMITTEE ON BUSINESS ADMINISTRATION

Mr. Wheeler's Office, 14 Beacon St., Boston, March 12, 1925

INDEXED

---

The Committee convened at 10:10 A. M. Mr. Ellis was chosen Chairman.

PRESENT: Trustees Ellis, Gerrett, Wheeler, Lewis and Treasurer Kenney.

Mr. Kenney presented memoranda outlining certain desired changes in business administration as at present prescribed by the Commission on Administration and Finance, covering the following:

Business administration

1. Payment of bills.
2. Employment of skilled and unskilled labor.
3. Letter heads.
4. Purchase of supplies.
5. Job printing.

Changes prescribed by Com. on Admin. and Finance

It was the opinion of the Committee that there should be presented to the Commission on Administration and Finance only such parts of the memoranda as deal with the direct payment of bills, the employment of labor and the purchase of supplies.

At 10:45 A. M. the Committee adjourned to continue its conference with members of the Commission on Administration and Finance

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

At the conference with the Commission on Administration and Finance, held at the State House, there were present in addition to the members of the Committee as above recorded, Commissioners White, McCormick, Whipple and Putnam.

Mr. Ellis stated the general purpose of this conference and presented the vote of the Trustees of January 9, 1925 creating the Committee.

Changes in method of payment of bills, employment of labor and purchase of supplies

Mr. Kenney read the memoranda previously submitted to the Committee covering the desired changes in the method of payment of bills, employment of labor, and purchase of supplies.

Mr. McCormick --study of state institution problems

Replying to these representations, Mr. McCormick stated that in compliance with the law creating the Commission on Administration and Finance, his deputies are making a detailed study of the problems connected with accounting and business management of all state institutions; that this survey had been completed in a number of institutions and uniform systems installed; that at an early date this investigation will be extended to the Massachusetts Agricultural College at the conclusion of which there will be instituted such changes in the system of accounting and business management as to him seem desirable. He emphasized the fact that in prescribing a uniform system of accounting at all state institutions, he is complying with the law and has plenary power in establishing such changes as seem desirable.

With respect to the approval of bills and the auditing of the accounts of the College, Mr. McCormick expressed the opinion that neither of these functions properly belongs to the Trustees; that the auditing is a responsibility of the State Auditing Department and that the approval of bills should rest with the Treasurer of the College. He further expressed the opinion that it is the chief function of the Trustees to formulate and direct the educational policies of the institution.

Approval of bills and auditing accounts

With respect to the difficulties experienced at the College in connection with the employment of emergency labor, Mr. Putnam stated that if a list of exemptions desired by the Treasurer were to be submitted to him, a satisfactory adjustment would probably be made. Regarding the difficulties growing out of personnel control and the approval of printing, he suggested that if the Acting President would confer with him and make a personal explanation of the merits of the cases under consideration, such a conference would doubtless result in favorable action by the Commission.

Mr. Putnam--employment of emergency labor, personnel control and printing.

With respect to the purchase of supplies, Mr. Whipple stated that emergency purchases are now authorized, the requirement being that a satisfactory explanation of such purchases shall be made to him.

Mr. Whipple--purchase of supplies

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

He further stated that upon presentation of requests for specific exemptions, the present difficulties could be largely overcome.

The conference adjourned at 11:45 A. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FARM

Boston City Club, March 12, 1925

---

Indexed

State Department of Conservation--use of land for extending forest nurseries

In connection with the Special Meeting of the Trustees held on this date, all members of the Farm Committee being present, an agreement was reached by the Committee to allow the State Department of Conservation to use for the purpose of extending its forest nurseries, approximately ten acres of land south of the present area; the Commission to be allowed to use this land for a period of five years and if at the end of this five year period the Trustees desire to withdraw the land, the Commission will be allowed an extension of two years in which to move its plantings to another location.

_____ Chairman

Ralph J. Watts Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FARM

Room 136, State House, Boston, March 26, 1925

INDEXED

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The meeting was called to order by the Chairman, Mr. Bowditch, at 10:40 A. M.

PRESENT: Trustees Bowditch, Ellis, Gerrett, Gilbert and Richardson. Professor J. A. Foord of the College staff was also present and acted as secretary.

Request of State Department of Conservation

Business of the meeting: The reconsideration of the request of the State Department of Conservation for ten acres of land on North Flat of the College Farm south of the present college nursery.

Mr. James Morris, for Department--need use of 6 acres

Mr. James Morris, Superintendent of Nurseries of the Department of Conservation, appeared before the Committee. In answer to questions, Mr. Morris stated that their actual need for land this year was about six acres. He also stated that the land that had been used for trees was not raising as good trees as formerly. In answer to questions, Mr. Morris stated that the Department of Conservation had charge of about 80,000 acres of land owned by the Commonwealth. The members of the Committee asked several questions and after Mr. Morris withdrew, discussed the matter freely.

It was

Agreement between Department of Conservation and the College

VOTED: To grant the Department of Conservation two acres of land directly south of the present forest nursery for a period of three years. Also two acres northwest of the present nursery in the pasture of the Brook's Farm, making four acres this spring; and to further agree to stump and drain five acres more directly to the west and northwest of the present forest nursery so as to have a total of approximately seven acres in this location ready for use in the spring of 1926, the Department of Conservation

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

to pay the cost of preparation or, if they prefer to do the work, it is to be done subject to the approval of the college authorities. All to be under a written contract approved by the college treasurer.

The vote was unanimous.

The meeting adjourned at 12:15 P. M.

_____ Chairman

J. T. Foord _____ Secretary Pro Tem

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MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON LEGISLATION

Boston City Club, March 19, 1925

---

Mr. Charles A. Gleason called the meeting to order at 12 o'clock noon.

PRESENT: Trustees Gleason, Bowditch, Ellis, Gilbert, Richardson, Smith and Lewis.

The following draft of emergency petition, preamble and Bill (prepared by Mr. Dorman, Counsel for the Senate) was presented by the Acting President.

Purnell Bill

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. The commonwealth of Massachusetts hereby signifies its assent to and acceptance of the provisions of the Act of Congress entitled, "An act to authorize the more complete endowment of agricultural experiment stations, and for other purposes", approved February twenty-fourth, nineteen hundred and twenty-five, and its acceptance of the grants of funds therein provided for, and the trustees of the Massachusetts Agricultural College, in charge of the Massachusetts Agricultural Experiment Station, are hereby authorized to receive the funds granted by said act and to use and expend the same in accordance with the provisions thereof and in furtherance of the purposes and objects therein set forth.

SECTION 2. The secretary of the commonwealth is hereby directed to forward to the secretary of agriculture of the United States certified copies of this act, forthwith upon its taking effect.

Purnell Bill

The Committee adopted this draft and recommended that it be presented by the Acting President to the proper legislative committee chairman. Commissioner Gilbert presented a draft prepared by Mr. Plaisted, the legal adviser of the Department of Agriculture, whose services were generously offered and accepted, by the Trustees at the previous meeting. The Special Committee in charge expressed regret at its failure to consult Mr. Plaisted and it was

Mr. Plaisted's draft of Purnell Bill

VOTED: That the Acting President express its appreciation of Mr. Plaisted's service by letter.

Mr. Fred D. Griggs, '13, member of the Legislature from Springfield, in charge of the Alumni Bill before the Joint Committee on Administration and Education sat with the Committee by invitation of Mr. Ellis. He reported that the Committees would probably report the bill favorably if the Trustees would support it. He gave it as his opinion, however, that it could not pass at this session. It would go to the Ways and Means Committee if it were reported and would probably be rejected by that Committee.

Mr. Fred D. Griggs, '13--report on Bill

In the discussion which followed the Committee expressed unanimous and cordial desire to do everything

it could to hold the interest and support of the Alumni and to work in closest harmony with them. It was evident, however, that there was a real difference of opinion in regard to the merits of the bill presented by Mr. Griggs. If the Trustees were to appear at a hearing they would individually qualify (and possibly have to disapprove) some of its provisions. This attitude would inevitably affect the welfare of the bill. Legislation is necessary but it should be legislation, carefully and fully considered, behind which there can be a solid body of support from all groups; alumni, Trustees and friends.

The Alumni and the Bill

It was therefore agreed by the Committee to ask the Acting President to present the matter to the Alumni Committee with the suggestion that a joint Committee of Alumni and Trustees could immediately begin to consider the whole problem together and prepare a bill, based upon past and subsequent experience for presentation to the next session of the Legislature.

Join Committee of Alumni and Trustees to prepare bill

Dr. Payson Smith made a report on recent developments pertaining to the question of tuition charges to students in the higher educational institutions.

Tuition Charges-- Dr. Smith

The meeting adjourned.

_____ Chairman

_____ Acting Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF COMMITTEE ON EXPERIMENT DEPARTMENT

Office of the Director, M.A.C., Amherst, May 9, 1925

INDEXED

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The Committee convened at 9:10 A. M. The Chairman, Charles H. Preston, presided.

PRESENT: Trustees Preston, Chandler, Frost, Pollard, and Richardson. Director Haskell was also present.

The Director reported on the following projects:

a. Completed.

| | |
|---|---|
| Agronomy-6 | Test of meadow fescue vs. timothy under varying drainage conditions (grass plots) |
| Agricultural Economics-1 | Local balance of trade in farm crops. |
| Botany-6 | Investigation of onion diseases. (Dropped with completion of manuscript on "Onion Smut".) |
| Botany-10 | Apple disease control investigations. |
| Botany-14 | Investigation on control of tobacco wildfire. |
| Botany-16 | Relation of soil character to occurrence of onion smut. |
| Botany-17 | Test of spray materials on potatoes. |
| Chemistry-5 | Chemistry of arsenical insecticides. |
| Veterinary Science-5 | Bacteriophagic specificity with special reference to B. pullorum and therapeusis. |

Completed projects

COMMITTEE

Merged projects

b. Merged with other Projects.

| | |
|---|---|
| Botany-5 | Experimental spraying for control of cucumber mildew under glass. (Merged with Botany-18, "Control of diseases of greenhouse vegetables.") |
| Entomology-4 | Control of squash vine borer. (Remaining work consolidated with Entomology-15, "A study of the factors influencing the efficiency of nicotine dusts and spray mixtures.") |
| Pomology-4 | Experiments in pruning apples. (Consolidated with Pomology-9, "Testing methods of pruning.") |
| Pomology-10 | Test of pruning methods on the Northern Spy and other varieties. (Consolidated with Pomology-9, "Testing Methods of pruning.") |

Inactive projects

c. Inactive.

| | |
|---|---|
| Agricultural Economics-2 | Methods and cost of distribution of tobacco, onions and potatoes. |
| Entomology-7 | Study of insect outbreaks in various localities, as they may appear. |
| Entomology-8 | Pest limits in Massachusetts. |
| Entomology-11 | Study of area of late frosts as shown by insect distribution. |

New projects

d. New projects instituted during the year are as follows:

| | |
|---|---|
| Agricultural Economics-8 | Study of the costs of marketing apples. |
| Agricultural Economics-9 | Study of taxation of farm property. |
| Agronomy-5 | A field study of tobacco production in Massachusetts |

COMMITTEE

| | |
|---|---|
| Agronomy-7 | Investigation of the role of organic matter in the production of onions.-- a. Pt. I. Pot work with soils deficient in organic matter. b. Pt. II. Cover crops in field. |
| Agronomy-8 | Study of the growth of onions as influenced by differential liming. |
| Agronomy-9 | Investigation of the effect of varying the ratio, amount and concentration of plant nutrients applied in onion growing. |
| Agronomy-10 | Study of the effect of fractional application of fertilizer materials on growth, maturing, and quality of onions; Pts. I and II. |
| Agronomy-11 | Study of the effect of crops plus their specific fertilizers upon those which follow, with special reference to tobacco. |
| Agronomy-12 | Study of relationship of soil moisture content to yield and quality of tobacco. |
| Botany-18 | Control of diseases of greenhouse vegetables. |
| Chemistry-23 | Study of coloring matter in cranberries. |
| Farm Management-2 | A study to determine the competitive status of the more important enterprises of Massachusetts. |
| Veterinary Science-6 | The therapeutic efficiency of avian diphtheria, roup, or bird pox vaccines. |

New projects

This report was by vote accepted, including the approval of new projects instituted during the year.

The Director reported that the failure to secure an appropriation for additional land at the Cranberry Station at Wareham brings about a potentially

Cranberry Station-Wareham

serious condition growing out of the existing inability to secure an adequate supply of sand at reasonable expense.

Printing

The Director reported that delays in printing are still serious; that the poor quality of printing done under state control seriously injures station morale; and that editorial supervision of research publications continues.

Purnell Act--funds

Director Haskell explained the purpose and proposed administration of the funds provided by the Purnell Act. He also reported on the general policy which he advises to be followed with respect to the expenditure of such funds at this institution.

Research expenditures

The Director presented an analysis of present expenditures for research as assigned to various departments involved.

On motion of Mr. Frost, it was

Purnell Act--trust fund

VOTED: To recommend to the Trustees that the income from the Purnell Act be administered by the Trustees as a trust fund.

Purnell Fund--research projects.

The following Department Heads appeared before the Committee and explained projects for research which they propose for approval under the Purnell Fund:

Miss E. L. Skinner, Department of Home Economics
Walter W. Chenoweth, Department of Horticultural Manufactures.
Henry F. Judkins, Department of Dairying.
James A. Foord, Department of Farm Management.
Christian I. Gunness, Department of Rural Engineering.

At 12 o'clock noon the Committee adjourned for luncheon at Draper Hall and for the continuation of business.

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

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The Director laid before the Committee various problems growing out of personnel control by the State Commission on Administration and Finance. He pointed out the difficulty of carrying on research work advantageously so long as these limitations prevail. On motion of Mr. Frost, it was

Personnel control

VOTED: To recommend to the Trustees the adoption of the following statement of principles.

A. Definition of research positions:

Investigator -- a technical assistant who works under supervision; an apprentice in research; one who cares for routine work necessary to the success of a research project.

Assistant Research Professor -- a person of proven ability, capable of carrying on independent research, and who actually does devote the major part of his time to such independent work.

Personnel--statement of principles

Research Professor -- one who has made positive achievement in the research field.

B. Promotions:

a. That no investigator be promoted to the rank and pay of an assistant research professor unless he qualifies under the above definition, and the work in which he is engaged is so organized that he can in actuality engage in independent research as his major activity. (The purpose of this recommendation is to prevent routine work being carried on by other than relatively low salaried investigators.)

b. That promotion to the title and salary of a full professor be recognized as a reward for achievement in the research field, and be conferred only on the basis of established proof of ability and productiveness. (This

carries with it the necessity of providing machinery for determining facts as to such achievements. Its purpose is to insure promotion where it is deserved; and prevent it being given solely on the basis of seniority preference.)

On motion of Mr. Pollard it was

VOTED: To recommend to the Trustees that an endeavor be made to secure acceptance of the following salary standards:

Salary standards

C. Investigator -- $1620 minimum, with $300 increase allowed on September 1, following the completion of the first full year of service, but no further increase unless the candidate can be promoted to the position of assistant research professor.

Assistant Research Professor -- $2220 minimum, increments of increase of $240 and $300 up to a maximum of $3420, with beyond this no further salary increase unless the man qualifies as research professor.

Research Professor -- $3600 to $4500, increases by increments of $300.

In all cases increases to be at the discretion of the Trustees, subject to the exigencies of the budget.

It was

Publication under Purnell Act.

VOTED: To recommend to the Trustees that an attempt be made to secure a ruling which shall permit publication under the Purnell Act without editorial or other supervision on the part of the State Commission on Administration and Finance; or take other action to the same effect.

On motion of Mr. Frost, it was

New position

VOTED: To authorize the filling of the position of Assistant Research Professor of Entomology, this being a new position authorized by the Trustees in the approval of the budget under date of September 5, 1924.

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On motion of Mr. Chandler, it was

VOTED: To recommend to the Trustees that the position of Research Professor of Agricultural Economics established by the Trustees September 5, 1924, be filled by the transfer of R. J. McFall from the Extension Service Staff, effective July 1, 1925 or at such subsequent date as may be mutually agreed upon by the Director of the Experiment Station and the Director of the Extension Service.

New position--R. J. McFall

On motion of Mr. Frost, it was

VOTED: To approve the cooperative project calling for the study of the apple industry, as submitted through and by the New England Research Council, and to authorize the Director to assign present workers to the service of this project or to employ temporary help during the summer of 1925 for the purpose of collecting data, provided the majority of the New England States enter upon a cooperative agreement to pursue similar studies in their respective States.

Cooperative project--New England Research Council--apple industry

On motion of Mr. Pollard, it was

VOTED: That for the present no formal work in Home Economics be established, but that during 1925-1926 the Director arrange for the survey of the field as recommended by Miss Skinner; the purpose of this survey being to determine what research problems, if any, should be recognized by the Station.

Home Economics

On motion of Mr. Pollard, it was

VOTED: To recommend to the Trustees the establishment of the following positions, leaving to the President and to the Director of the Experiment Station, authority to fill the same as funds become available under the Purnell Act, provided research projects to be carried on by such investigators are approved by the U. S. D. A.

New positions

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New positions

Assistant Research Professor of Rural Engineering;
Assistant Research Professor of Horticultural Manufactures;
Assistant Research Professor of Farm Management;
Assistant Research Professor of Dairying;
Laboratory Assistant in Agricultural Economics.

On motion of Mr. Frost, it was

Prof. Waugh-report

VOTED: To lay on the table the consideration of the publication of the report, proposed by Professor Waugh, entitled "A Check List of the Trees and Shrubs of M.A.C."

On motion of Mr. Chandler, it was

Positions-under Purnell Act.

VOTED: That in all cases of positions established under the Purnell Act or of persons engaged under the Purnell Act, there be an express stipulation to the effect that if Congress fails to appropriate the money, or if State funds are reduced, the position will automatically lapse; that in case of new, untried work a trial period of three years be allowed, and that Department Heads and employees understand that at the end of such period the positions involved may be abolished without prejudice.

Salary increases

Director Haskell presented a revised schedule of salary increases for members of the Experiment Station staff to become effective September 1, 1925. On motion of Mr. Pollard, it was

VOTED: To recommend to the Trustees the list of salary increases as submitted by Director Haskell.

On motion of Mr. Frost, it was

Apportionment-current expenses

VOTED: To approve as presented by Director Haskell, the department apportionment for current expenses for the present fiscal year.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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On motion of Mr. Pollard, it was

VOTED: To recommend to the Trustees the salary increases proposed by Director Haskell for certain members of the Control Staff, to become effective September 1, 1925.

Control Staff-salary increases

The meeting adjourned at 2:15 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF JOINT COMMITTEE ON ADMINISTRATION*

Boston City Club, May 25, 1925

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The Committee convened at 12:30 P. M. Acting President Lewis presided.

PRESENT: Trustees Chandler, Clark, Dewey, Ellis and Acting President Lewis. Representing the Alumni: Messrs. Archibald, Cutting, Griggs, Lyons and E. F. Richardson.

Authority of Trustees

The Committee discussed at length the administrative situation with respect to the authority of the Trustees in managing the affairs of the institution. On motion of Mr. Ellis, it was

Sub-committee-draft of bill

VOTED: To request a sub-committee consisting of the Acting President, one other Trustee to be named by the Acting President and two members of the Alumni Committee, to prepare an analysis of the problem and to draft a bill seeking to remedy the situation.

Mr. Chandler, Mr. Russell and Mr. Griggs members of sub-committee

The Acting President named Mr. Chandler as the Trustee representative on this Committee and the Alumni present chose Mr. Ernest S. Russell and Mr. Fred D. Griggs as their representatives. The sub-committee was urged to submit its report at an early date in order that a favorable report of progress may be made at the

*Special Committee consisting of Trustees Chandler, Clark, Dewey, Ellis and Wheeler, appointed April 4, 1925 by Mr. Gleason, following a conference, March 19, 1925, between the Trustee Committee on Legislation and the Alumni Committee on Administration.

Commencement meeting of the Associate Alumni.. It was further agreed that Governor Fuller as President of the Board of Trustees, be consulted after the report of the sub-committee is accepted.

It was agreed that the next meeting of this Committee should be held at the Boston City Club, Monday, June 8th at 5 P. M.

The meeting adjourned at 2:55 P. M.

_____ Chairman

Ralph J. Watts, Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF JOINT COMMITTEE ON ADMINISTRATION

Boston City Club, June 8, 1925

INDEXED

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The Committee convened at 5:15 P. M. By vote, Mr. William Wheeler was chosen to serve as Chairman.

PRESENT: Trustees Chandler, Clark, Dewey, Wheeler, and Acting President Lewis. Representing the Alumni: Messrs. Archibald, Cutting, Davenport, Griggs, Lyons, E. S. Russell and George E. Taylor.

Sub-committee-draft of bill authority of Trustees

Mr. Chandler presented the report of the sub-committee appointed to prepare an analysis of the problem under consideration and to draft a bill seeking to remedy the situation. This report was discussed at length and with certain amendments, it was approved as follows:

SUGGESTIONS FOR AN ACT "TO DEFINE THE AUTHORITY OF THE TRUSTEES OF THE MASSACHUSETTS AGRICULTURAL COLLEGE IN THE ADMINISTRATION OF THE AFFAIRS OF THAT INSTITUTION."

Draft of Bill-authority of Trustees

1. Although the Trustees of the Massachusetts Agricultural College should continue to "serve" in the Department of Education (the Commissioner of Education to be a member ex officio, of the Board of Trustees), Chapter 15, of the General Laws which provides "that the Department of Education shall be under the supervision and control of a commissioner of Education," should be amended so that it cannot be interpreted to mean that the Trustees lose any of the powers conferred upon them by Chapter 75 of the General Laws.

2. Chapter 75 of the General Laws should be amended so that the Trustees shall have sole authority to expend all moneys appropriated by the General Court for the purposes of the College including appropriations for maintenance and special appropriations, except such funds as are applied

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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to the purchase of supplies, and to out-of-state travel (which shall be spent with the consent of the Governor) and except that the Trustees shall fix salaries of employees of the College, in accordance with such salary standards, with minimum and maximum rates for each grade of employees, as shall be approved by the Governor and Council. The Trustees shall have authority to fill vacancies, authority to create new positions provided funds for such have been granted by the Legislature, and authority to discontinue positions.

Bill-continued

3. Section 8, Chapter 75, General Laws, should be amended to read, "The Trustees of the College (instead of the Commissioner of Education) shall make an annual report, etc."

4. This new act shall take precedence over other laws affecting the management of the College which may be in conflict with this legislation.

The problem of a revolving fund was discussed at length and it was

Revolving Fund

VOTED: To recommend to the Trustees that they prepare a bill providing for a revolving fund in the College budget.

It was

VOTED: That the Acting President, Mr. Russell, and Mr. Ellis represent this Committee, conferring with the Governor on this report.

It was agreed that the details of this report should be held as confidential by this Committee until it has been presented to the Governor. Mr. Griggs was delegated to prepare a general report for presentation to the Alumni at their forthcoming meeting, covering the activities of this joint committee.

Mr. Griggs - Sub-committee - to confer with Governor

The meeting adjourned at 7:45 P. M.

_____ Chairman

Ralph J. Watts, Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

# MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, June 25, 1925

INDEXED

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The Committee convened at 12 o'clock noon with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Bacon, Clark, Gerrett, Wheeler and Lewis.

Legislative Appropriation 1926

The Committee considered at length the list of special legislative appropriations for 1926 as submitted by various departments. Discussion ensued as to the desirability of including in the budget an item for a Men's Dormitory, and on motion of Mr. Wheeler, it was

Men's Dormitory

Men's Dorm. and Hort. Manu. Lab.

VOTED: To include in the budget for 1926 items for a Men's Dormitory and for a Horticultural Manufactures Laboratory.

On motion of Mr. Gerrett, it was

Plans, etc. Men's Dorm.

VOTED: To authorize the Treasurer to secure preliminary plans and estimates for a Men's Dormitory from at least three architects, and submit the same to this Committee at an early date.

It was

Men's Dorm. site

VOTED: To authorize the Treasurer to secure plans and estimates for a dormitory to accommodate approximately 100 men at a total cost not to exceed $130,000, the dormitory to be located on a site, yet to be determined, on the ridge extending in a southerly direction from the ravine.

It was

Fire protection and enlargement of reservoir

VOTED: To defer action on the projects for better fire protection and for enlarging the college reservoir, pending an investigation and report at a later meeting, by Mr. William Wheeler.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: To defer action on the projects for repairs to the old Durfee Greenhouse and for repairs on the Harlow House, pending further investigation and report at a later meeting, by Acting President Lewis.

Repairs, Durfee Greenhouse and Harlow House.

It was agreed that the item for Livestock Replacement should be included in the replacement classification in the current budget.

Livestock Replacement

It was

VOTED: To include in the budget for 1926 the following items for special appropriations, and to instruct the Acting President to represent the Trustees in presenting these items to the Commission on Administration and Finance:

Items for Special Appropriation for 1926

| | | |
|---|---|---|
| 1. | Men's Dormitory | $130,000 |
| 2. | Horticultural Manufactures Laboratory | 60,000 |
| 3. | Additional Land for Cranberry Station at East Wareham | 1,000 |
| 4. | Roads and Walks | 11,000 |
| 5. | Women's Gymnasium and Equipment | 16,450 |
| 6. | Living Quarters for foreman at Tillson Farm | 6,000 |
| 7. | Grading area south of Athletic Field for tennis courts | 10,500 |
| 8. | Repairs to Physics Building | 4,000 |
| 9. | New steam line, East Experiment Station to Microbiology Building | 4,775 |
| 10. | Practice House - Home Economics | 21,000 |
| | Total | $264,725 |

It was unanimously agreed that the appropriation for the Dormitory should be urged as the first preference of the Trustees.

Men's Dorm.

The Acting President made a statement as to the extent to which the requirements for office accommodations for the Northeastern Forestry Experiment Station are

Northeastern Forestry Experiment Station--office room

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encroaching upon the use of class-rooms in French Hall needed for regular college instruction.

It was agreed that the next meeting of this Committee should be held on call of the Acting President.

The meeting adjourned at 2:35 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, August 5, 1925.

INDEXED

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The Committee convened at 1:00 P. M. with the Chairman, Mr.George H. Ellis presiding.

PRESENT: Trustees Ellis, Clark, Gerrett, Preston, Wheeler, and Lewis. Treasurer Kenney was also present.

The Acting President reported that the Chairman of the Commission on Administration and Finance had informally expressed an interest in the condition of the Drill Hall and by implication had endorsed the need of a new building. The Committee discussed the desirability of adding to the budget for 1926 an item to provide for the construction of a portion of the gymnasium or to substitute this item for others already approved; on motion of Mr. Gerrett it was

New Gymnasium

VOTED: That the Men's Dormitory be included in the budget for 1926 as the first choice of this Committee and that the inclusion of an item for the construction of a part of the gymnasium be left with power to the Acting President and the Chairman of this Committee, with the understanding that if the item for the Men's Dormitory is not approved, the project for the gymnasium shall have the full support of this Committee.

Men's Dormitory and new gymnasium

Mr. Kenney reported a proposal which he had received relative to the purchase of the organ now installed on the second floor of the Library Building

Sale of organ in Library Building

and it was

VOTED: To authorize the Treasurer to sell the organ located on the second floor of the Library Building at the best fair price obtainable.

Plans and specifications for Men's Dorm.

Three architects, Clarence P. Hoyt of Boston, Karl S. Putnam of Northampton and James H. Ritchie of Boston who had been invited to submit preliminary plans and specifications for a men's dormitory, appeared before the Committee and presented drawings and estimates of cost for the dormitory.

Location of Men's Dormitory

The Committee discussed at length the location of the proposed men's dormitory considering the site of the old Chemistry Laboratory, the location immediately south of South College and the area immediately south of the Drill Hall.

The motion of Mr. Gerrett that the men's dormitory be located on the site of the old Chemistry Building was lost.

On motion of Mr. Preston, it was

VOTED: That the men's dormitory be located on the area immediately south of South College or on the area immediately south of the Drill Hall.

It was agreed that the selection of an architect for the men's dormitory should be postponed until a subsequent meeting of this Committee; that the Treasurer should immediately notify the three competing architects of the approximate site chosen for the

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building and that the architects be invited to submit such further plans as they may desire in view of the probable location.

The meeting adjourned at 5:45 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, August 13, 1925

INDEXED

The Committee convened at 1:00 P. M. with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Clark, Gerrett, Wheeler and Lewis. Treasurer Kenney was also present.

Salary Increases

The Acting President reported the announcement made by the Commission on Administration and Finance that no salary increases will be allowed this year for State employees, and presented correspondence with Dr. Smith relating to this subject. After discussion and on motion of Mr. Wheeler, it was

VOTED: That having read the communications from Commissioner Putnam, Dr. Smith and Acting President Lewis relative to the ruling that no salary increases will be granted this year to State employees, it be the opinion of the members of the Trustees present that the Acting President should, in cooperation with Dr. Smith, earnestly consider this problem in such a manner as shall result in an appeal for exemption from the application of this ruling to members of the staff of the Agricultural College, being carried to the Governor.

Plans and estimates, Men's Dormitory

The Committee considered modified plans and estimates for the Men's Dormitory as submitted by Mr. Karl S. Putnam, and Mr. Clarence P. Hoyt, and reviewed plans as previously presented by Mr. James H. Ritchie. The estimates and the plans were discussed in detail and it was

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VOTED: That the drawings submitted by Mr. James H. Ritchie be chosen as the basis for the plans for the Men's Dormitory and that the Treasurer be authorized to consult with the Commission on Administration and Finance for the purpose of securing authorization to obtain complete plans and estimates for a dormitory to house approximately 100 men.

Plans of Mr. J. H. Ritchie for new Men's Dormitory

It was

VOTED: To authorize the Acting President to secure the necessary preliminary plans, specifications and estimates for the construction of a portion of the gymnasium, to cost from $125,000 to $150,000.

Plans, etc. new gymnasium

The meeting adjourned at 4:30 P. M.

_____ Chairman

Ralph J. Watts Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF JOINT COMMITTEE ON ADMINISTRATION

Boston City Club, September 8, 1925

INDEXED

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The Committee convened at 6:15 P. M. with Mr. William Wheeler serving as Chairman.

PRESENT: Trustees Chandler, Dewey, Ellis, Wheeler and Acting President Lewis, Representing the Alumni, Messrs. F. D. Griggs, Louis Lyons, E. S. Russell and T. L. Warner.

Administrative Problems

The Acting President reported on the conference which the sub-committee consisting of Mr. Ellis, Mr. Russell and himself had had with the Governor relative to the administrative problems of the College and the purpose of the Alumni and Trustees to seek legislation in 1926 which will define the powers of the Trustees. He reported that while the Governor had not expressed any opinion relative to the draft of the proposed legislation he had appeared sympathetic with the ends sought and had manifested no opposition to the introduction of such a bill as is contemplated.

Legislation

Control by Commission on Administration and Finance

The Acting President further stated that the administrative situation has not improved during the past year and that all attempts at securing satisfactory adjustments with the Commission on Administration and Finance have been futile. He recited several instances illustrating the continued unsatisfactory situation. He further reported that Commissioner White had stated at

the time the special committee had conferred with the Governor that the budget system in order to operate successfully not only involves the preparation of the budget by the Commission on Administration and Finance but also that the expenditure of funds appropriated by the Legislature must be controlled by this Commission.

Commission on Administration and Finance

After discussion of the proposal of June 8th upon which a bill should be drafted and on motion of Dr. Dewey it was

VOTED: To recommend to the Trustees the approval and adoption of the following report and that a legislative bill incorporating the substance of this report be drafted and introduced into the Legislature of 1926, jointly by the Trustees and the Associate Alumni.

Legislative Bill

I Although the Trustees of the Massachusetts Agricultural College should continue to "serve" in the Department of Education (the Commissioner of Education to be a member, ex officio, of the Board of Trustees), Chapter 15, of the General Laws which provides "that the Department of Education shall be under the supervision and control of a commissioner of Education," should be amended so that it cannot be interpreted to mean that the Trustees lose any of the powers conferred upon them by Chapter 75 of the General Laws.

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II Chapter 75 of the General Laws should be amended so that the Trustees shall have sole authority to expend all moneys appropriated by the General Court for the purpose of the College including appropriations for maintenance and special appropriations, except such funds as are applied to the purchase of supplies, and to out-of-state travel (which shall be spent with the consent of the Governor) and except that the Trustees shall fix salaries of employees of the College, in accordance with such salary standards, with minimum and maximum rates for each grade of employees, as shall be approved by the Governor and Council. The Trustees shall have authority to fill vacancies, authority to create new positions provided funds for such have been granted by the Legislature, and authority to discontinue positions.

Legislative Bill

III In the legislative budget the item of personal service for the Massachusetts Agricultural College shall include the following:

Appropriation to continue existing obligations, including vacancies.

Appropriation for new positions.

Appropriation for salary increases.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

IV Section 8, Chapter 75, General Laws, should be amended to read, "The Trustees of the College (instead of the Commissioner of Education) shall make an annual report, etc." Legislative Bill

V This new act shall take precedence over other laws affecting the management of the College which may be in conflict with this legislation.

The meeting adjourned at 8:10 P. M.

_____Chairman

Ralph J. Watts Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXTENSION SERVICE

Boston City Club, September 9, 1925

INDEXED

The Committee convened at 10:40 A. M. Until the arrival of Mr. Chandler, Mr. Bowditch served as Chairman.

PRESENT: Trustees Chandler, Bowditch, Dewey, Ellis, and Acting President Lewis. Director Willard was also present.

Farm and Home Week

Director Willard reported on the Farm and Home Week program of 1925 and referred to the following special problems associated therewith:

Special problems of Farm and Home Week

1. The need of additional meeting places which will accommodate relatively large numbers
2. The need of adequate dormitory facilities.
3. The need of additional equipment at the Dining Hall which will enable the management to feed more quickly the large number attending Farmers' Week.
4. The difficulty growing out of the arrival, the week following the live-stock parade, of the program which was printed at the State's Prison for use in connection with that event.

Extension Service Problems

Other Extension Service problems discussed by Director Willard were:

1. Development during the year of the Extension Service project in Farm Forestry.

2. The recent survey of boys' and girls' club work in a chosen area of Middlesex County.

3. The recent over-night visit to the College of representatives of the State Granges of Maine and New Hampshire.

Extension Service Problems

4. The program of Extension Service in Marketing.

Consideration was given to the budget for Extension Service expenditures for 1926 as submitted by the Director with the approval of the Acting President. By vote the budget was approved including the request for a new position as Extension Assistant Professor of Animal Pathology and including the proposed salary increases for 1926, the total increase in 1926 over the appropriation for 1925 being approximately $6,000.

Expenditures 1926

New Position

Salary Increases

Director Willard presented a proposal for a sliding scale of fees which will apply to the various correspondence courses. By vote this was approved.

Sliding Scale of fees-- correspondence courses

CORRESPONDENCE COURSES

Basis for Fees

Fee per course based on number of lessons at 20 cents per lesson.

| | Standard Rate | All lessons sent at a time |
|---|---|---|
| Minimum charge (less than ten lessons | $2.00 | |
| 10 - 15 lessons | 3.00 | $2.00 |
| 16 - 20 " | 4.00 | 3.00 |
| 21 - 25 " | 5.00 | 4.00 |
| 26 - 30 " | 6.00 | 5.00 |
| 31 - 40 | 8.00 | 5.50 |
| 41 - 50 " | 10.00 | 6.50 |
| 51 - 60 " | 12.00 | 7.50 |

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Correspondence Courses

Where no text is used and where the lessons thus have to contain all the material of the course, as in the marketing course, the maximum fee will be one and one-half times the standard rate.

In the case of a reading course, which requires much less material and service, it is recommended that the minimum rate be one-half the standard rate.

The meeting adjourned at 12:30 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, September 9, 1925

INDEXED

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The Committee convened at 12:45 P. M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Bacon, Dewey and Acting President Lewis.

The Committee considered the salary increases as recommended by the Acting President for members of the teaching staff to be included in the budget for 1926. After discussion it was

Salary Increases Instruction Staff

VOTED: To approve and recommend to the Finance Committee, the salary increases proposed for members of the instruction staff.

VOTED: To approve the request for the establishment of a new position as Assistant Professor of Home Economics at a salary of $2500 per year and that this position be filled in 1926 only in the event of the number of women students attending the College so requiring.

New Position- Home Economics

The Committee considered the budget presented for the maintenance of the Short Courses in 1926 and it was

Short Course Budget

VOTED: To approve the salary increases as recommended for members of the Short Course staff.

Salary increases Short Course

On recommendation of the Acting President it was

VOTED: That the leave of absence for Newell L. Sims, Professor of Rural Sociology be extended for one year from September 1, 1925, this

Newell L. Sims leave of absence

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

extension being granted with the understanding that at the end of the year Professor Sims will withdraw from the staff of this institution.

The meeting adjourned at 2:00 P. M.

_____ Chairman

Ralph J. Watts, Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, September 9, 1925

INDEXED

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The Committee convened at 2:30 P. M. with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Bacon, Gerrett, Preston, Wheeler, and Acting President Lewis. Treasurer Kenney was also present.

Refusal to authorize the plans for Freshman Dormitory

The Treasurer reported that the Commission on Administration and Finance had refused to authorize the necessary expense for the preparation of plans and specifications for the Freshman dormitory, such plans and specifications being necessary to support the item included in the legislative budget for an appropriation for a dormitory. After discussion and on motion of Mr. Wheeler, it was

VOTED: To refer to the Trustees further consideration of the above mentioned ruling.

Destruction of Cavalry Barn by fire

The Treasurer reported on the destruction by fire on September 3rd of the Cavalry barn, the estimated loss being $18,000 for the building and $5,500 for supplies and equipment belonging to the Federal Government. An investigation was conducted by the Treasurer September 4th relative to the possible cause of the fire and the Department of Public Welfare has been requested to make a thorough investigation. The

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Treasurer reported on various places where the cavalry horses might be housed during the coming winter. There are serious objections connected with the carrying out of any of these suggestions and a substantial expenditure will be required in connection with each. After discussion it was

Rebuilding of Cavalry Barn

VOTED: To recommend to the Trustees that the Cavalry barn be rebuilt and that the Governor be requested to grant from the Emergency Fund an appropriation sufficient to rebuild the stable at once.

On motion of Mr. Wheeler, it was

Plans for new gymnasium

VOTED: That authorization be requested from the Commission on Administration and Finance to incur such expense as is necessary for the preparation of plans and specifications for that portion of the gymnasium for which an appropriation is to be requested in 1926.

It was

Mr. Ritchie-plans

VOTED: That the Treasurer be authorized to confer with Mr. Ritchie as to the possibility of preparing without cost, tentative plans for a gymnasium, sufficient to support the item for this project in the legislative budget for 1926.

The meeting adjourned at 4:00 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXPERIMENT DEPARTMENT

Boston City Club, September 9, 1925

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The Committee convened at 4:20 P. M. with the Chairman, Mr. Charles H. Preston presiding.

PRESENT: Trustees Preston, Pollard and Acting President Lewis. Director Haskell was also present.

Budget, 1926

Detailed consideration was given to the budget for current expenses for the Experiment Station for 1926 and it was

Personal Service Budget

VOTED: To approve the budget for personal service including salary increases as proposed, and also the budget for maintenance, and to recommend the same to the Finance Committee.

Control Service Budget

Director Haskell also presented the budget for the various control services for 1926 and it was

VOTED: To approve and recommend to the Finance Committee the budget for control service including the proposed salary increases as presented.

M.G.F.S. budget

VOTED: To approve and recommend to the Finance Committee the budget for the maintenance of the Market Garden Field Station for 1926 as submitted by Director Haskell.

Prof. Hort. Manufactures, Purnell Fund

VOTED: To recommend to the Trustees that the research position in Horticultural Manufactures to be financed from Purnell funds, established by vote of the Trustees of June 15, 1925, be of the grade of Professor instead of Assistant Professor.

Rural Engineering

VOTED: That the Director be authorized to make from such funds as are available and under his control, an apportionment for the maintenance of research work in Rural Engineering.

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New Position-
Home Economics,
Purnell Fund

VOTED: To recommend to the Trustees that there be established at the discretion of the Director and of the Acting President the position of Research Assistant Professor of Home Economics, the salary of which is to be paid from Purnell funds.

The meeting adjourned at 5:00 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

Boston City Club, September 9, 1925

INDEXED

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The Committee convened at 5:35 P. M. with the Chairman, Mr. Charles A. Gleason presiding.

PRESENT: Trustees Gleason, Bowditch, Ellis, Pollard and Acting President Lewis. Treasurer Kenney was also present.

Budget for current expenses for 1926

The Committee considered the budget for current expenses for 1926, this budget having been reviewed in detail by various committees of the Trustees. After discussion and on motion of Mr. Bowditch, it was

VOTED: To recommend to the Trustees that the request for current expenses for 1926 be approximately $939,000, an increase of approximately $40,000 over the appropriation granted in 1925, it being understood that if the salary increases requested for 1925 are granted prior to December 1 the budget for 1926 will be further increased by approximately $10,000.

Special Appropriations

The following special appropriations for 1926 as voted by the Committee on Buildings and Arrangement of Grounds were by vote approved and recommended to the Trustees:

| | | |
|---|---|---|
| 1. | Freshman Dormitory | $150,000 |
| 2. | Horticultural Manufactures Laboratory | 60,000 |
| 3. | Additional Land for Cranberry Station at East Wareham | 1,000 |
| 4. | Roads and Walks | 11,000 |
| 5. | Women's Gymnasium and Equipment | 16,450 |
| 6. | Living Quarters for Foreman at Tillson Farm | 6,000 |

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Special Appropriations

| | | |
|---|---|---|
| 7. | Grading area south of Athletic Field | $10,500 |
| 8. | Repairs to Physics Building | 4,000 |
| 9. | New steam line, east Experiment Station to Microbiology Building | 4,775 |
| 10. | Practice House -- Home Economics | 21,000 |
| 11. | First unit for Gymnasium | 150,000 |
| | Total | $434,725 |

Holyoke Brick Company

The Treasurer reported a proposal made by the Attorney for the Holyoke Brick Company now in insolvency, for the settlement of claims of its creditors, of which the Massachusetts Agricultural College is one. After discussion and on motion of Mr. Bowditch it was

VOTED: To refer to the Treasurer with power, consideration of, and action on this proposal.

Sale of wood from Mt. Toby

Discussion of the above mentioned proposal disclosed the fact that the Head of the Department of Forestry has been negligent in reporting to the Treasurer the sale of a large quantity of wood from the forest on Mount Toby and it was

Sale of College Property

VOTED: That the Head of the Department of Forestry be notified that in the future no sale of property belonging to the College shall be made except after consultation with and on the approval of the Treasurer.

The meeting adjourned at 7:55 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON HORTICULTURE

Boston City Club, October 2, 1925

INDEXED

The meeting convened at 6:45 P. M.

PRESENT: Trustee Frost and Acting President Lewis. Professor Waugh was also present.

Horticultural Manufactures Building

Professor Waugh urged the necessity for securing an appropriation for the Horticultural Manufactures Building from the forthcoming Legislature and explained the additional demands for this building due to the increased attendance of women students and to the undertaking of research work under the Purnell Fund. It was agreed that the Chairman of the Committee should seek the cooperation of the Boston Market Gardener's Association, the Massachusetts Fruit Growers' Association, the Cranberry Growers' Association, and certain women's organizations, in securing favorable consideration on the request for an appropriation of $60,000 for the Horticultural Manufactures Building.

Dept. of Vegetable Gardening

Grant B. Snyder

Professor Waugh discussed the situation with respect to the organization of resident instruction in the Department of Vegetable Gardening, indicating that in his opinion the best solution of this problem may be found in developing Mr. Snyder as a suitable teacher to direct resident work.

M.G.F.S.

Discussion ensued as to the affairs of the Market Garden Field Station at Waltham.

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Division of Horticulture --expenditures

Professor Waugh presented an analysis of expenditures in the various departments of the Division of Horticulture.

It was agreed that the Chairman should endeavor to bring the members of the Horticultural Committee to Amherst in October or November for an inspection of the Horticultural projects.

The meeting adjourned at 9:10 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF JOINT COMMITTEE ON ADMINISTRATION

Boston City Club, October 27, 1925

INDEXED

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The Committee convened at 5:15 P. M. with Mr. William Wheeler serving as Chairman.

PRESENT: Trustees Wheeler, Chandler, Clark, Dewey, Ellis, and Acting President Lewis. Representing the Alumni: Messrs. Fred D. Griggs, Evan F. Richardson, Ernest S. Russell, George E. Taylor, Theoren L. Warner and Philip F. Whitmore.

Mr. Griggs presented a draft of amendments to existing laws whereby the desired restoration of some of the powers of the Trustees in the management of the College, may be insured. The proposed amendments were fully discussed and were favored by all members of the Committee present. Careful consideration was also given to the methods by which support of members of the Legislature and others for this measure, may be obtained, It was

Draft of amendments to laws restoring power of Trustees

VOTED: That a sub-committee consisting of Messrs. Chandler, Griggs, Russell, and Acting President Lewis, review the proposed amendments here submitted, and perfect the same; that the final draft of the bill be submitted by mail to members of this Committee for final comment; that the bill then be filed and plans be made to enlist public support for the measure.

Sub-committee to present bill in final form and filed

The desirability of providing for a revolving fund was discussed at length and unanimously supported. It was thought, however, inadvisable to include the

Revolving Fund

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COMMITTEE

provision for such a fund in the legislation now under consideration for 1926. On motion of Dr. Dewey, it was

Revolving Fund

VOTED: That a sub-committee of three be appointed to consider the problem of a revolving fund for the College and to report at a subsequent date.

Pursuant to the above vote, Messrs. George E. Taylor, Evan H. Richardson and Ernest S. Russell were appointed to serve in co-operation with the Acting President.

The meeting adjourned at 8:00 P. M.

_____ Chairman

Ralph J. Watte, Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, January 6, 1926

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The Committee convened at 6:00 P. M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Bacon, Gannon, Smith and Lewis.

The Committee discussed at length the desirability of establishing a tuition charge for residents of the State attending the College. Dr. Smith expressed himself as favoring a tuition charge and urged that if the Trustees believe that such ought to be established, they take the initiative in determining the amount of this fee. The opinion was also unanimous that the fee should be sufficiently low so that it would represent no great hardship on any student and that there should be no state scholarships provided.

Tuition charge

On motion of Dr. Smith it was

VOTED: To recommend to the Trustees that effective in September 1926 there be charged a tuition fee of $20 per term for four-year and two-year students, residents of the State, attending the Agricultural College and that such registration or tuition fees be charged other groups of students as shall be recommended by a special committee to be appointed by the Trustees.

Tuition

The Acting President raised the question of the policy to be pursued in dealing with such students as may protest against participating in military drill

Military Drill

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Military drill

on the ground of conscientious objections. It was the opinion of the Committee that all students entering the college should be prepared to meet the regulations with respect to military drill as announced in the catalogue.

Miss S. L. Arnold and women's work

Acting President Lewis presented a request from the Advisory Council of Women that Miss Sarah Louise Arnold be granted an interview with the Trustees for the consideration of the development of women's work at the College. Discussion ensued on this subject, particularly as it relates itself to the housing facilities for women. The Committee agreed that this request of the Advisory Council of Women should be referred to the Acting President for further consideration.

On motion of Mr. Bowditch, it was

Appointment of Dir. S. B. Haskell Acting Head Div. of Agric.

VOTED: To recommend to the Trustees the approval of the action of the Acting President in appointing Director Sidney B. Haskell as Acting Head of the Division of Agriculture, effective December 1, 1925.

On motion of Mr. Gannon, it was

Leave of absence, Prof. H. F. Judkins

VOTED: To recommend to the Trustees the approval of the action of the Acting President in granting a part-time leave of absence to Professor H. F. Judkins, from November 1, 1925 to June 30, 1926, Professor Judkins to receive during this time compensation at the rate of $80 per month.

On motion of Dr. Smith, it was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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VOTED: That the name of the Department of Rural Engineering be changed to that of Agricultural Engineering.

Department of Rural Engineering

The meeting adjourned at 8:30 P. M.

_____ Chairman

Ralph J. Watts, Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON HORTICULTURE

Boston City Club, January 7, 1926

INDEXED

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The Committee convened at 10:10 A. M. with the Chairman, Mr. Harold L. Frost, presiding.

PRESENT: Trustees Frost, Chandler, Clark, Preston, and Lewis. Professor Chenoweth was also present.

Legislative appropriation of $60,000 for Hort. Manufactures Bldg.

The Committee discussed at length the desirability of encouraging state organizations of fruit and vegetable growers to appear before the Ways and Means Committee in support of the legislative appropriation of $60,000 requested by the Trustees for a Horticultural Manufactures building. Professor Chenoweth presented a statement as to the existing inadequate laboratory facilities for teaching and research work. The question was raised as to the possibility of providing for this work in some existing building which would meet the minimum requirements of the Department.

Survey of building facilities of the College

The Acting President suggested that a careful survey be made of the building facilities of the College to ascertain whether existing laboratories and classrooms can be used to better advantage and whether in existing buildings can be found space to meet certain urgent needs.

On motion of Mr. Preston, it was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Hort. Manufactures Bldg.

VOTED: That the urgency of securing an appropriation for the Horticultural Manufactures Building be stressed before the Trustees.

On motion of Mr. Chandler, it was

Special Com. to investigate use of laboratories and class-rooms

VOTED: To recommend to the Trustees that a special committee be appointed to consider the possibility of a more advantageous use of existing laboratory and class-room facilities of the College.

The meeting adjourned at 12 o'clock noon.

_____ Chairman

Ralph J. Watts Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXTENSION SERVICE

Boston City Club, January 7, 1926

INDEXED

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The Committee convened at 12:15 P. M. with the Chairman, Mr. John Chandler, presiding.

PRESENT: Trustees Chandler, Bowditch, Ellis, Frost, Gannon and Lewis. Director Willard was also present.

Report of the Director

The Director reported on the following:

1. Salary increases allowed for the Extension Service staff, effective September 1, 1925.
2. Changes in extension staff at the College and in the counties.
3. Resumption of cooperative extension work in Essex County.
4. Changes in duties of staff members.
5. Radio courses.
6. Publications; Monthly News Service; monthly letters from extension specialists.
7. Exhibits Committee and policy.
8. Project policies.
9. Project for extension service in farm forestry.
10. Extension work in home management.
11. Tobacco situation affecting the growers in the Connecticut Valley
12. Garage facilities.
13. Extension Service Budget for 1926: appropriations and balances since 1919; reasons for increase in maintenance cost; travel by automobile.

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14. Salary scale: maximum for Extension Service specialists should be raised from $3300 to $3600.

On motion of Mr. Bowditch it was

VOTED: That it be the sense of this Committee that the Extension Service should be represented to such an extent as shall be determined by the Director at fairs and meetings where there is an evident opportunity for extension teaching.

Representatives of Extension Service at fairs, etc.

The meeting adjourned at 2:00 P. M.

_____ Chairman

Ralph J. Watts Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, January 7, 1926

Indexed

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The Committee convened at 2:00 P. M. with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Bacon, Clark, Gerrett, Preston, Wheeler and Lewis. Mr. Broadfoot was also present representing Treasurer Kenney.

Report of Superintendent of Buildings -- Cavalry Barn

Mr. Broadfoot presented a report from the Superintendent of Buildings on the reconstruction of the Cavalry Barn in three units, namely, a stable for the horses, a storage for forage, and a blacksmith shop.

Report on building appropriation for 1926

The Acting President reported on a recent conference with the Budget Commissioner, which had disclosed the probability that in 1926 no special appropriations will be recommended for the College and that the Trustees may not in the near future hope for favorable action on an appropriation for a dormitory.

The meeting adjourned at 2:55 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXPERIMENT DEPARTMENT

Boston City Club, January 7, 1926

INDEXED

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The Committee convened at 3:10 P. M. with the Chairman, Mr. Charles H. Preston, presiding.

PRESENT: Trustees Preston, Chandler, Frost, and Lewis. Director Haskell was also present.

Director Haskell reported on projects undertaken since July 1, 1925, to be financed from Purnell Funds. These projects were approved as follows:

Projects financed from Purnell Funds

PURNELL FUND BUDGET

July 1, 1925--June 30, 1926

Purnell Fund Budget

Agricultural Economics:

7a. The Determination of Amount of Food Products Received in the New England Consuming Area.
Leader: R. J. McFall.

9. Study of the Taxation of Farm Property.
Leader: H. W. Yount.

10. Economic Factors Underlying the Supply and Market Distribution of New England Apples.
Leader: Miss L. P. Jefferson.

10a. Study of Market Outlets for Massachusetts (and New England) Apples.
Leader: Miss L. P. Jefferson.

Estimated costs to end of Purnell year:

| | | |
|---|---|---|
| Salaries | $5470.00 | |
| Maintenance | 4650.00 | $10,120.00 |

Dairy Manufactures:

1. Determining Factors Influencing Volume Weight in Ice Cream.
Leader: A. W. Phillips.

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Estimated costs to end of Purnell year:

| | | |
|---|---|---|
| Salary | $2100.00 | |
| Maintenance | 400.00 | $2,500.00 |

Farm Management:

2a. Study of Competitive Status of Massachusetts Farm Enterprises.
Leader: _____

Estimated costs to end of Purnell year:

Purnell Fund Budget

| | | |
|---|---|---|
| Salaries | $1675.00 | |
| Maintenance | 250.00 | $1,925.00 |

Home Economics:

1. Food Consumption of School Children in Relation to Health.
Leader: Miss Helen Knowlton.

Estimated cost to end of Purnell year:

| | | |
|---|---|---|
| Salaries | $1800.00 | |
| Maintenance | 600.00 | $2,400.00 |

Horticultural Manufactures:

1. The Extraction of Fruit Juices in the Manufacture of Fruit Jellies.
Leader: C. R. Fellers.

Estimated cost to end of Purnell year:

| | | |
|---|---|---|
| Salary | $1750.00 | |
| Maintenance | 300.00 | $2,050.00 |

Poultry Husbandry:

2a. Statistical Study of Heredity in Rhode Island Red Breed of Poultry.
Leader: F. A. Hays.

Estimated cost to end of Purnell year:

| | | |
|---|---|---|
| Salary | $560.00 | |
| Maintenance | 250.00 | $810.00 |

Administration:

Official travel account National Committee on Purnell Organization and Correlation of Research. $195.00

TOTAL $20,000.00

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

It was

VOTED: To recommend to the Trustees that the research position in Farm Management to be financed from Purnell Funds, established by vote of the Trustees of June 15, 1925, be of the grade of professor instead of assistant professor.

Research position in Farm Management --Purnell Funds

On motion of Mr. Frost, it was

VOTED: To recommend to the Trustees that they do not oppose the proposed amendment to Chapter 94 of the General Laws, this law dealing with the testing of dairy glassware.

Amendment to Chapter 94, G.L.

The meeting adjourned at 3:55 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

FARM

Boston City Club, January 7, 1926

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The Committee convened at 4:05 P. M. with the Chairman, Mr. Nathaniel I. Bowditch, presiding.

PRESENT: Trustees Bowditch, Ellis, Gerrett and Lewis. Director Haskell was also present.

It was

Transfer of E. J. Montague's salary to Instruction account

VOTED: That the Acting President be authorized to transfer at his discretion the salary of E. J. Montague from the Farm account to the Instruction account.

Director Haskell raised the question of the policy of institutional membership in various livestock breeders' associations. It was the opinion of the Committee that such organizations should admit a representative of the institution to their membership without the payment of annual dues.

Institutional membership in various livestock breeders' associations

Mr. Haskell discussed the problem of the farm budget. The Committee agreed to support whatever economies are necessary to keep expenditures within the budget allowance.

Farm Budget

It was

VOTED: To accept as a report of progress, the following statement defining the policy of the farm:

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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SUGGESTED PLAN OF ORGANIZATION OF THE COLLEGE FARM IN REFERENCE TO THE DEPARTMENT OF ANIMAL HUSBANDRY AND OTHER DEPARTMENTS WITHIN THE DIVISION OF AGRICULTURE

Policy of Farm

The problem is apparently that of utilizing present personnel in an attempt to make possible continued effective instruction in animal husbandry, and at the same time provide for effective maintenance of the farm, and better utilization of its resources in promoting certain institutional objectives. The form of organization adopted should include the following:

1. A statement, agreed upon by all interested parties, of the objectives or functions of the farm. If, in addition, the several functions may be evaluated so that one may be compared with another, the chances for success are increased.

2. For the sake of ease, simplicity, and the possibility of placing responsibility and centralizing authority, organize the farm as a single operating unit with the institutional standing of a department. The one in charge should rank ultimately as professor and head of the department. We should approach this rank as rapidly as he demonstrates actual achievement in attaining the ends agreed upon. For the present Mr. Montague should rank as assistant professor.

3. Provide for the co-ordination of the work of the farm with that of the teaching departments at

COMMITTEE

interest through establishing a standing divisional committee on co-ordination. The head of the farm department should be ex officio chairman of this committee. The other members should be appointed by the division head, although nominally the heads of the departments interested in the farm would serve on the committee. On the chairman of this committee will rest the responsibility for securing thought, study, and co-operation from other departments in respect to the use and development of the farm. Any failure of any department to utilize to good advantage the resources of the farm must also be considered a failure of the farm in attaining its defined objectives. Unless disapproved by the division head, plans developed by such a committee should be considered final, subject, however, to the exigencies of the budget.

Policy of Farm

The above plan centralizes both responsibility and authority. It gives to the heads of the teaching departments very definitely organized advisory functions, and makes them responsible to a high degree for the planning of farm operations. If the parties at interest agree on a statement of objectives, which can be subscribed to by all, it should be possible to keep these objectives continually in mind. They might, indeed, rank as projects of the farm department and as such be subject to annual report and critical analysis.

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In addition to the suggested statement of functions, there is attached herewith statement of duties of the two officers most intimately concerned with the plan of organization, namely, the head of the farm department and the head of the department of animal husbandry.

Scope and Function of the Farm Department

Function of Farm Department

a. Mainly an operating department.

b. Producing food for animals and crops for sale.

c. Maintaining and producing teaching materials for the use of the several departments grouped in the Division of Agriculture.

d. Serving as a demonstrational plant in its contact with the farmers of the State.

e. Open to use as a training school in the arts of agriculture (as differentiated partially from the science of agriculture.)

f. Providing needy students with opportunity for labor.

g. May be used for experimental work, as by the terms of Chapter 75, of the revised laws.

Duties of the Head of the Farm Department

Duties Head of Farm. Department

a. To have charge of the business and production operations of the farm, including responsibility for the services of all foremen, mechanics, and others if employed by the farm in its service.

b. To have charge of, responsibility for, and authority over the college herd.

d. To be responsible for the use of the farm as a training school in the art of agriculture, and to further such use under whatever plans may be developed as feasible and sound.

d. To attempt to make student labor educational insofar as it may be made so without harm to the farm.

e. To serve as chairman of the division co-ordinating committee.

Duties of the Head of the Department of Animal Husbandry

Duties of Dept. Head of Animal Husbandry

a. To have full charge of resident teaching in animal husbandry.

b. To conduct the business of his department, which is an educational and not an operating department.

c. Either personally or by deputy to serve on the division co-ordinating committee and assist in the attainment of the dual objectives of using the farm herds and flocks in educational work, and developing such herds and flocks in a comprehensive and effective way.

d. To serve the livestock interests of the state in all ways compatible with efficient performance of the aforementioned duties.

The Research Problem

Research problem

The research problem has not yet been considered in a comprehensive way with reference to the department of animal husbandry. For years the institution has conducted research work for and in animal husbandry, but organized it through the department of plant and animal chemistry. Discussion of possible research work on the farm has always been prejudiced by the thought that it would require subdivision of the land into very small areas, and division of the herd into very small groups. At the same time there is real question as to vitality of teaching in a department which conducts no research. Ultimately, if the College continues to grow, the present station barns must be moved or otherwise disposed of. It must be recognized also that there is no

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particular logic in the present organization of animal husbandry research. If an effective organization on the farm and in the department of animal husbandry is perfected, the Station Director will be ready to give consideration to the matter of organizing the Station work with reference to this subject.

The meeting adjourned at 5:00 P. M.

_____ Chairman

Ralph J. Watts Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

Boston City Club, January 7, 1926

INDEXED

The Committee convened at 5:15 P. M. Mr. Atherton Clark was chosen Acting Chairman.

PRESENT: Trustees Clark, Bowditch, Ellis and Lewis. Mr. Broadfoot was also present representing Treasurer Kenney.

Report of Treasurer

Mr. Broadfoot presented the annual report of the Treasurer for the year ending November 30, 1925. After detailed consideration of this report and discussion thereon, and on motion of Mr. Ellis it was

VOTED: To approve the report as submitted and recommend its acceptance by the Trustees.

On motion of Mr.Bowditch, it was

Treasurer's Report

VOTED: That the Committee request the Treasurer to mail each member of the Board of Trustees, in advance of the annual meeting a copy of his annual report, this procedure to be in lieu of the detailed verbal presentation formerly made to the Trustees at their annual meeting.

Veterans' Bureau Trust Fund

The Acting President reported a balance of $522.06 in the Veterans' Bureau Trust Fund which has been available for the rehabilitation of disabled veterans. On motion of Mr. Bowditch it was

VOTED: To retain the balance of $522.06 in the Veterans' Bureau Fund and to authorize its expenditure under the direction of the Acting President.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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The Committee considered the problem of the use of the infirmary by others than students and on motion of Mr. Bowditch it was

Use of Infirmary by others than students

VOTED: That the use of the college infirmary be reserved for exclusive use of the students at the college.

Use of Infirmary

The question of imposing restrictions on travel within the State was discussed. The Committee agreed that no action is necessary and expressed itself as approving the vote taken this day on this subject by the Committee on Extension Service.

Travel within the State

The Acting President asked for advice as to the procedure to be followed in approving out-of-state travel on Purnell funds. It was the opinion of the Committee that the expenditure of Purnell funds for out-of-state travel should be subject to approval by the President without reference to the Trustee Committee on out-of-state travel.

Out-of-State travel on Purnell Funds

On motion of Mr. Bowditch it was

VOTED: To authorize the use of a portion of the accumulated income of the Whiting Street Scholarship Fund for a scholarship for Huntington Rutan.

Whiting Street Scholarship Fund for Huntington Rutan

On motion of Mr. Bowditch it was

VOTED: That the income of the following scholarship funds be used on approval of a Committee consisting of the President, the Dean and the Treasurer:

Scholarship Funds

Endowed Labor Fund
Whiting Street Scholarship Fund
Mary Robinson Scholarship Fund
Gassett Scholarship Fund

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Transfer of auditing accounts of the institution

The Acting President read a letter from James C. McCormick, Comptroller, advising that the duties of auditing the accounts of the institution be transferred from members of the Trustees to deputies of the State Auditing Department and further advising that the Trustees select a representative to advise with the Treasurer in the handling of trust fund securities.

On motion of Mr. Ellis, it was

Auditing and custody of trust funds

VOTED: To recommend to the Trustees that the suggestion of Comptroller McCormick relative to auditing and the custody of trust funds be carried out.

The meeting adjourned at 6:50 P. M.

Chairman

Ralph J. Watts, Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FARM

President's Office, Amherst, March 20, 1926

INDEXED

The meeting convened at 8:40 A. M. with the Chairman, Mr. Nathaniel I. Bowditch, presiding.

Dr. Lentz--eradication of contagious abortion from college herd

PRESENT: Trustees Bowditch, Ellis, Richardson, and Acting President Lewis. Director Haskell and Mr. Montague were also present.

Dr. J. B. Lentz, College veterinarian, discussed with the Committee possible plans for eradicating contagious abortion from the college herd. After discussion it was

VOTED: That the Farm Committee hereby records itself as favoring the policy of endeavoring to free the college herd of contagious abortion.

It was

Building of isolation box-stalls for cattle

VOTED: That the Chairman of the Committee be authorized in consultation with Director Haskell, Dr. Lentz, and Mr. Montague to prepare plans for a building to contain isolation box-stalls for cattle.

It was

VOTED: That the Chairman of the Committee be authorized to take such steps as are necessary to secure an appropriation in 1926, through the supplementary budget or otherwise, for this farm building.

Farm budget

The Committee discussed at length the farm budget as presented; Director Haskell and Mr. Montague were instructed to study further the problem of the more advantageous sale of farm products and to report to this Committee at a subsequent meeting.

Sale of farm products

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Cost of operating farm--educational enterprise

Director Haskell presented figures indicating that the annual net cost of operating the farm is due in large part to the number of educational activities carried on by the farm. It was the opinion of the Committee that the farm should be operated primarily as an educational enterprise; that the present activities are justified as well as the cost which is involved by them.

Farm machinery

Director Haskell reported on live-stock sales and replacements; also on a desirable policy to be followed with respect to the replacement of farm machinery.

It was

1927 Budget--replacements

VOTED: That an item for $1,000 be included in the 1927 budget for replacing farm machinery, this amount to be added to the current budget of the farm.

Director Haskell presented the following list of farm buildings to be provided from 1926 to 1930 inclusive:

Farm buildings--1926-1930

1926:
1. Isolation box stalls for cattle
2. Calf barn
3. Garage for college cars and tractors

1927:
1. Farm office building
2. Six box stalls for breeding horses

1928:
1. Shelter for autos owned by men employed by farm and living in college buildings.
2. Corn cribs and grain storage
3. Shed for storage of shavings, sawdust, etc.

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1929: 1. Hog house
2. Ice house - or artificial refrigeration equipment

Farm buildings--1926-1930

1930: 1. Additional bull pens
2. Two additional pens on young stock annex if a Beef Herd is to be maintained.

It was

VOTED: To approve the above list as representing a desirable program for the more complete building equipment of the farm, details of program to be further considered at subsequent meetings.

Farm building program

The Committee received a request from the Military Department for the assignment of an additional area of farm land to be used for drill purposes. After discussion it was

Military Department--additional land for drilling

VOTED: That action on the request of the Military Department be referred to the President but that it be the sentiment of the Farm Committee that the present area of land available for farm purposes should not be decreased.

The meeting adjourned at 11:40 A. M.

_____ Chairman

Ralph J. Watts Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF SPECIAL COMMITTEE OF TRUSTEES

ON SCOPE OF THE COLLEGE

Room 450, State House, Boston, April 1, 1926

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INDEXED

The meeting convened at 2:30 P. M. with the Chairman, Mr. William Wheeler presiding.

PRESENT: Trustees Wheeler, Chandler, Ellis, Frost, Gerrett, Gilbert, Richardson, Smith and Lewis.

Miss Sarah Louise Arnold-Advisory Council of Women

Miss Sarah Louise Arnold on invitation of Acting President Lewis, appeared before the Trustees and presented the desires of the Advisory Council of Women for the development of women's work at M. A. C. She stated that the immediate needs are for a practice house for women and for a well-trained teacher in Clothing. In answer to a question, Miss Arnold expressed the opinion that no more girls should be admitted to the College than can be accommodated in dormitories and in homes under college supervision. The development of women's work at the College was discussed at length.

Educational policy of the College

Acting President Lewis presented a historical review of the educational policy of the College indicating the legal authority for its scope and showing what the policy has been and now is.

He suggested that the future policy of the institution may be developed on one of the following three foundations:

1. Continue as at present to offer an adequate training for all agricultural occupations and not refuse admission to students who find the present course a suitable preparation for other vocations.

2. Develop the institution on a practical and trade-school basis, accepting only such students as have a definite plan to follow agriculture.

3. Continue to make training for the agricultural vocations the chief objective of the curriculum, but invite such students to come to the College as can profit by the present courses as a training for other vocations.

Future policy of the College

Dr. Smith stated that if plan three (above indicated) is adopted, it will lead the College toward the basis of a state college. This step should not be taken except by definite approval of the Legislature.

Dr. Smith's opinion

Dr. Gilbert voiced his agreement with the opinion expressed by Dr. Smith and urged that the agricultural courses should be as strong as possible; that the campus atmosphere be sympathetic with agriculture and that after this objective is attained, encourage as many other students to come to the College as can be justified within existing laws.

Dr. Gilbert's opinion

Dr. Gilbert expressed the opinion that the Board of Trustees should not wait until his return from

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Support of Dr. Gilbert

Europe before settling this problem and that he will support any decision which the Board may make with respect to the scope of the College.

After further discussion the meeting adjourned at 5:15 P. M. subject to the call of the Chairman.

_____ Chairman

Ralph H. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXTENSION SERVICE

Boston City Club, April 1, 1926

INDEXED

The meeting convened at 5:15 P. M. with the Chairman, Mr. John Chandler presiding.

PRESENT: Trustees Chandler, Bowditch, Dewey, Ellis, Frost, Gannon, Gilbert and Lewis.

Acting President Lewis announced the resignation of John D. Willard, Director of the Extension Service and urged the desirability of the election at an early date of his successor. The Committee discussed various names suggested by the Acting President and on motion of Mr. Frost it was

Resignation of Director J. D. Willard

VOTED: To be the sentiment of this Committee that the Acting President should confer with Mr. Willard A. Munson relative to accepting the Directorship of the Extension Service, it being understood that this Committee will recommend Mr. Munson's appointment to the Trustees provided he will accept.

Willard A. Munson--candidate for position as Director

It was

VOTED: That a salary of $4800 per year be asked for the Director of the Extension Service soon to be appointed.

Salary of Director

It was

VOTED: To recommend that the salary of Mr. George L. Farley be increased to $4500 per year effective in September, 1926.

Salary of George L. Farley

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

The meeting adjourned at 6:05 P. M.

_____Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, April 1, 1926

INDEXED

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The Committee convened at 6:15 P. M. with the Chairman Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Dewey, Gannon, Gilbert, Smith and Lewis.

The Acting President presented correspondence from Mr. Charles F. Oliver of Brockton urging that the Trustees consider granting an honorary degree to Miss Annie L. Burke of Brockton. The discussion which ensued indicated the opinion of the Trustees to be that it is not expedient at this time to depart from the established practice of the College with respect to granting honorary degrees.

Letter from Mr. C. F. Oliver Brockton-- Honorary degree for Miss Annie L. Burke

It was

VOTED: That at the forth-coming Commencement a suitable certificate or letter be prepared under the direction of the Acting President as a testimonial to the distinguished service rendered by Miss Burke in the interests of agriculture and of the Massachusetts Agricultural College.

Testimonial to service by Miss Burke to the College

It was

VOTED: That the Acting President be authorized to secure the approval of the appointment of Miss Marion L. Tucker as Assistant Professor of Home Economics at a salary of $2500 per year, to fill the vacancy caused by the pending resignation of Miss Mary A. Bartley.

Miss Marion L. Tucker, Asst. Prof. Home Ec.-- to fill vacancy caused by pending resignation of Miss Bartley

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COMMITTEE

Fees for other than two-year and four-year students

The Committee considered the fees which should be established for students enrolled in other than the two-year and four-year courses and approved the following schedule:

1. Winter School - $10
2. Summer School - $10
3. Other short courses on a pro-rata basis of the above.
4. Special students - $1 per credit hour
5. Graduate students - action deferred pending the receipt of further information.

Continuance of Summer School

The question was raised as to the advisability of continuing the Summer School after 1926 unless there is a more urgent demand for this course than has been evidenced in recent years.

Executive session of Committee--selection of permanent President

At 7:30 P. M. the Committee held an executive session of which Mr. Gannon was appointed Secretary, to discuss the selection of a permanent President of the College.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, April 1, 1926, 7:30 P. M.

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INDEXED

The Committee reconvened with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Dewey, Gannon, Gilbert and Smith.

Business of the meeting

The meeting was called to discuss (1) The question of a permanent president of the College, and (2) The Scope of the College.

Selection of Permanent President

The general discussion of these two questions developed the following: (1) That formal consideration of the selection of a permanent president for the College be deferred, pending decision by the legislature on certain matters relating to the administration and scope of the college.

It was

Opinion of Trustees with reference to the Presidency of the College

VOTED: That anticipating that action in relation to the election of a president of the College will be taken at the June meeting of the Board of Trustees, the Chairman of the Board is respectfully requested to secure from each member of the Trustees such expressions of opinion or advice as they may be willing to make with reference to the Presidency of the College.

The meeting adjourned at 8:15 P. M.

_____Chairman

_____Secretary pro tem

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF SPECIAL COMMITTEE OF TRUSTEES ON SCOPE OF THE COLLEGE

Boston City Club, April 8, 1926

INDEXED

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The Committee convened at 12:45 P. M. with the Chairman, Mr. William Wheeler presiding.

PRESENT: Trustees Wheeler, Chandler, Ellis, Richardson, Smith and Lewis.

Legislative bill--authority of Trustees

The Committee discussed at length the present status of the legislative bill seeking to define and clarify the authority of the Trustees in managing the affairs of the College.

Scope of the College

In continuing the consideration of the educational scope of the College, Acting President Lewis explained the present requirements for those enrolled in the four-year course and suggested certain modifications and groupings of subjects which would probably make the educational opportunities of the College attractive to a larger number of students.

The following opinions were expressed by various members of the Committee:

Home Economics - Miss Arnold

1. A course should be developed in Home Economics for Women, combined with a professional vocational training along the lines suggested by Miss Arnold in her statement before this Committee April 1st.

2. Provided the College continues to serve adequately the agricultural interests of the State, students other than those desiring to pursue an agricultural vocation may well be invited to attend the institution.

Non-agricultural students

3. With other New England Colleges restricting the attendance of students, there is likely to be a strong pressure for admittance to the Agricultural College for a general education.

Pressure for a general education

4. M. A. C. might well endeavor to become the outstanding institution of the country for training for the agricultural vocations.

Training for Agricultural vocations

5. The College has not drifted away from its original objective but if the doors are now opened and students are invited to come who have no particular interest in Agriculture, the fundamental purpose of the College may be obscured.

Objective of the College

6. Boys desiring to obtain a general education should expect to find this elsewhere than at the Agricultural College.

General education at other institutions

7. Agriculture is a sufficiently broad field to afford a liberal education even for those who do not enter an agricultural occupation.

Agriculture a liberal education

8. The College ought not to be merely a vocational or trade school.

College not a trade school

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COMMITTEE

Number of girls should be limited to those who can be accommodated

9. With respect to the admission of women students, the College should determine how many women it will receive, based on the dormitory accommodations available and on rooming houses in town which will operate under general college supervision. Girls should not be accepted beyond the point which will make adequate rooming facilities for the boys impossible.

It was

Number of girls to be limited

VOTED: That the number of girls to be accepted at the College be limited to those for whom proper and adequate accommodations can be provided at the College dormitory or in houses under college supervision.

It was

Course of study for women students

VOTED: That the Acting President be requested to formulate and submit to this Committee at a subsequent meeting a suggested course of study to be provided for women students.

It was

Electing a major

VOTED: That the Committee defer action on the question of requiring each student to elect a major in Agriculture, until information is available as to the vocational objectives of students now attending the College and the possible effect of such action on future attendance.

The meeting adjourned at 4:45 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXTENSION SERVICE

Boston City Club, April 22, 1926

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INDEXED

The meeting convened at 12:15 P. M. with the Chairman, Mr. John Chandler, presiding.

PRESENT: Trustees Chandler, Dewey, Ellis, Frost, and Lewis.

Director Willard was present and also Messrs. MacDougall, Story and Ide, representing the county agricultural agents of Massachusetts. These representatives met with the Committee at the invitation of the Acting President to discuss the future relation of the College to county extension service.

Relation of College to county extension service

Director Willard outlined the extension service policies which have been carried on during his administration.

Extension service policies

Mr. MacDougall for the representatives of the county agents, made the following suggestions relative to methods whereby the organization at the College may be of larger service to the county staffs:

Methods of larger service by county agents

1. Reduce the administrative over-head in the extension organization at the College.

2. Use the funds thus saved in employing better trained subject matter specialists. The greater need is for more advice in the technical fields rather than in problems of administration.

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Methods of larger service by county agents

3. Arrange to have the specialists spend more time in the field and to have the State leaders in agriculture and home economics, assume direct responsibility for certain field projects.

4. If possible arrange to have the routine detailed office work at the College performed by competent clerks and thus relieve higher salaried men for more important field work.

5. If fewer reports were required from members of the county staff, these members would have more time for field work.

Mr. A. F. MacDougall--proposals

Director Willard endorsed certain proposals made by Mr. MacDougall and explained further the present organization and the requirements which have resulted in its continuation.

This subject was discussed at length.

Choice of a Director

In executive session the Extension Service Committee considered further the choice of a Director of the Extension Service to succeed Mr. Willard and it was

VOTED: That further action on the selection of the Director of the Extension Service be deferred.

The meeting adjourned at 4:40 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXPERIMENT DEPARTMENT

INDEXED

Draper Hall, M.A.C. Amherst, May 11, 1926.

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The Committee convened at 5:15 P. M. with the Chairman, Mr. Charles H. Preston presiding.

PRESENT: Trustees Preston, Frost and Lewis.
Director Haskell was also present.

Director Haskell submitted a report on research projects and it was

Research Projects

VOTED: To approve the following project changes as presented by the Director:

A. Projects closed out or transferred to the inactive list since the last meeting are as follows:

Transferred

a. Completed.

Completed projects

Agr-1 Investigation of the value of Hubam or annual sweet clover as compared to the biennial clovers.
Bot-6 Investigation of onion diseases (onion smut control)
Bot-14 Investigation on control of tobacco wildfire.
Bot-16 Relation of soil character to occurrence of onion smut.
Bot-17 Study of the apple black rot control and the dusting schedule.
Chem-22 Determining the nutritive value of hydrolized sawdust.
Ent-5 Control of the squash bug.
Ent-15 A study of the factors influencing the efficiency of nicotine in dusts and spray mixtures.
Mic-2 Soil fertility as influenced by micro-organisms in their relation to the presence and disappearance of organic matter.

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b. Merged with others.

Merged Projects

Agr.Ec-8 Study of the costs of marketing apples.
Farm Mgmnt-1 Investigation of farm organization and labor efficiency on Massachusetts farms.
Farm Mgmnt-2 A study to determine the competitive status of the more important agricultural enterprises of Massachusetts.

B. New projects instituted during the year are as follows:

New Projects

Agricultural Economics
7a-Purnell The determination of the amount of food products received in the New England consuming area.
9-Purnell Study of the taxation of farm property.
10-Purnell Economic factors underlying the supply and market distribution of New England apples.
10a-Purnell Study of market outlets for Massachusetts (and New England) apples.

Agronomy
Agr-13 Examination of the influence of source of seed in onion production.
Agr-14 The determination of the influence of certain nitrogenous fertilizer materials on the yield and quality of tobacco.
Agr-15 A study of the relative efficiency of "based" and "unbased" sulfate of ammonia as carriers of nitrogen. (Supported by outside funds.)
Agr-16 Study of the relation of inorganic and organic toxins to brown root rot of tobacco.
Agr-17Purnell. The nitrogen intake of Havana tobacco.
Agr-18 Onion breeding.

Botany
Bot-18a Investigation of downy mildews of cucumber and lettuce.
Bot-19 Investigation of tobacco brown root-rot.
Bot-20 Investigation of nematode eradication in greenhouse soils by the use of calcium cyanide.

Plant and Animal Chemistry
Chem-24 Chemical changes which occur in the cranberry during ripening and after harvesting. (To be supported in part by outside funds.)

COMMITTEE

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New Projects

Dairy Manufactures.
Dai ry-1 Purnell. Determining factors influencing volume weight in ice cream.
Dairy-2 Purnell. A study of washing powders for dairy use.

Entomology
Ent-18 Adaptation of the recommended spray schedule for the control of orchard insects to Eastern Massachusetts conditions.
Ent-19 Control of plum curculio in apples.

Farm Management
Farm Mgmnt-2a-Purnell. Study of competitive status of Massachusetts farm enterprises.

Grounds Department
Grounds-1 Lawns and lawn grasses and lawn management. (Material costs only - personal service from other funds.)

Home Economics
Home Ec-1 Purnell. Food consumption of school children in relation to health.

Horticultural Manufactures
Hort. Mfg.1-Purnell. The extraction of fruit juices in the manufacture of fruit jellies.

Market Garden Field Station
MGFS-11. Control of red spider on cucumbers in greenhouses.
MGFS-12. Biology and control of garden cutworms.
MGFS-13. The genetics of greenhouse cucumbers in relation to shape, size, color and set of fruit.
MGFS-14. Cold resistence in sweet corn in its relation to quality, size and earliness.
MGFS-15. The control of egg plant wilt caused by Verticellium AlbO-atrum R & B.

Microbiology
Mic-4 Addition to "Study of nitrogen fixation in the presence of, or as the result of, growth of legumes vs. non-legumes under certain defined conditions."

Poultry Husbandry
Poul-2a-Purnell. Statistical study of heredity in Rhode Island Red breed of poultry.

Agricultural Engineering
R-Eng-1 Investigation of apple storage houses.
R-Eng-2 Refrigerating and mechanical factors involved in freezing ice cream.

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New Projects

Vegetable Gardening
Veg-Gard-1 Verifying the effectiveness of blanching celery with ethelyne gas (Co-operative.)

Budget 1925-1926

The Director presented the budget of expenditures for the current fiscal year and it was

VOTED: To approve the budget for 1925-1926 as presented with the supporting schedule of department apportionments and salary increases.

It was

Salary schedule--control funds

VOTED: To approve as amended the schedule of salaries for members of the staff paid from control funds.

Hatch and Adams funds

Director Haskell raised the question of the control of Hatch and Adams funds on the same basis as Purnell funds, and on motion of Mr. Frost, it was

Opinion of Attorney General on Hatch and Adams funds

VOTED: To recommend to the Trustees that an opinion from the Attorney General be requested concerning the authority of the Trustees to administer the Purnell, Hatch and Adams funds on a uniform basis.

Experiment Station bulletins

Director Haskell reported that under an agreement with the State Commission on Administration and Finance larger freedom is now exercised in the printing of Experiment Station Bulletins.

Research in Home Ec.

Director Haskell presented a comprehensive analysis of the problem of research in Home Economics. This was discussed at length. Action was postponed until a meeting to be held in Amherst, June 14th, at which Miss Knowlton will be invited to discuss further this problem.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

It was

VOTED: To recommend to the Trustees the acceptance of funds from the American Cranberry Exchange for the purpose of financing under the direction of the Experiment Station, a study of certain properties of cranberries.

Acceptance of American Cranberry Exchange funds

The meeting adjourned at 7:50 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Draper Hall, M.A.C., Amherst, Mass., May 12, 1926

(Joint meeting with Special Committee on Use of College Buildings)

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The meeting convened at 12:30 P. M. Mr. Wheeler was chosen Chairman of the Joint Committee.

PRESENT: Trustees Wheeler, Bowditch, Clark, Ellis, Preston and Lewis. Treasurer Kenney was also present.

Use of College bldgs.

During the forenoon the Special Committee on the use of college buildings inspected various laboratories and class-rooms. Trustees Ellis, Bowditch, Clark, Frost, Preston, Lewis and Treasurer Kenney participated in the inspection.

Inspection of labs.

On motion of Mr. Ellis, it was

U. S. Forestry Experiment Station--office space

VOTED: To continue the present arrangement for the assignment of two rooms in French Hall to the United States Forestry Experiment Station but that unless the present contract calls for further office space, requests for such additional accommodations be referred to the Committee on Buildings and Arrangement of Grounds.

On motion of Mr. Bowditch, it was

Lease of MGFS. land to V. A. Tiedjens for five years.

VOTED: To recommend to the Trustees that one acre of land at the Market Garden Field Station at Waltham be leased to V. A. Tiedjens for a period of five years at a rental of $1 per year for the purpose of conducting research work on asparagus.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Treasurer Kenney submitted estimates for equipment and current charges, including rent, for the McLean House on Lincoln Avenue for use by women students attending the College. In view of the fact that less than half the annual charge will be met by rent and that the cost of equipment will in addition have to be borne by the College, the Committee found itself in no position to approve the project, and it was

McLean House for use by women students

VOTED: To endorse the vote of the Special Committee on Scope of the College passed April 8, 1926 to the effect "That the number of girls to be accepted at the College be limited to those for whom proper and adequate accommodations can be provided at the College dormitory or in houses under college supervision."

Number of girls to be accepted to be limited

It was

VOTED: To approve the location of the service road as proposed by the Treasurer, extending from the Cavalry Stable to Lincoln Avenue.

Service road--Cavalry Stable to Lincoln Ave.

The Treasurer stated that the Comptroller proposed to transfer the operation of the Dining Hall to the State, discontinuing its operation as a trust fund. This problem was discussed at length.

Proposed transfer of Dining Hall to the State--from a trust fund

On motion of Mr. Preston, it was

VOTED: That subject to the approval of Mr. Ritchie, a section of the panel on the rear wall of the stage in Bowker Auditorium be lowered and that a new motion picture screen be installed on the wall.

Motion picture screen for Bowker Audit.

It was

VOTED: To authorize the Treasurer to proceed, on the basis of plans presented by him, with the construction of the foreman's cottage at the Tillson Farm and with the repairs to the Physics Building, these projects to be undertaken under legislative appropriations made in 1926.

Construction of foreman's cottage, Tillson Farm and repairs to Physics Bldg.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

On motion of Mr. Preston it was

Construction of a Kiosk at Athletic Field

VOTED: To approve as presented plans for the construction of a Kiosk at the entrance to the athletic field, the expense to be met from private funds.

It was

Painted sign for Agric. Engineering Shops

VOTED: To lay on the table the request for authorization to place a painted sign on the Agricultural Engineering Shops.

On motion of Mr. Ellis, it was

Use of part of Dr. Chamberlain's letter for advertising by Insulite Co.

VOTED: Not to grant the request of the Insulite Company for permission to use for advertising purposes a portion of the letter addressed to the Company by Dr. J. S. Chamberlain under date of March 11, 1926.

On motion of Mr. Wheeler, it was

Erection of cabin on Mt. Toby for use by women students.

VOTED: That on the basis of plans to be approved by Professor Waugh, there be authorized the erection of a cabin on Mount Toby for the use by women students at the College, the expense to be met by the students.

On motion of Acting President Lewis it was

Bronze tablet in Paige Lab.

VOTED: To lay on the table the project for installing a bronze tablet at the entrance to Paige Laboratory.

Report of amount of coal consumed in last six mos.

The Treasurer reported on the coal consumed for the past six months beginning October 1, 1925, this report showing a reduction over the amount used in the preceding year.

The meeting adjourned at 3:00 P. M.

_____ Chairman

Ralph J. Watts Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXTENSION SERVICE

Boston City Club, June 9, 1926

INDEXED

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The Committee convened at 12 o'clock noon, with the Chairman, Mr. John Chandler, presiding.

PRESENT: Trustees Chandler, Bowditch, Dewey, Ellis, Frost, Gannon, Gilbert and Lewis.

Prof. G. L. Farley and Mr. W. A. Munson, candidates for position as Director

After consulting carefully relative merits of Professor George L. Farley, of the College Staff, and Mr. Willard A. Munson, Director of the Division of Markets, Department of Agriculture it was

Offer Mr. Munson position as Director of Ext. Service

VOTED: To offer the Directorship heretofore held by Director John D. Willard to Mr. Munson, at a salary of $4800.

Mr. Farley's salary

It was further moved that Mr. Farley's salary be increased to $4500 and that the Acting President try to receive approval for that amount from the Commissioner on Administration and Finance.

The meeting adjourned at 2:30 P. M.

_____Chairman

_____Secretary pro tem.

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXPERIMENT DEPARTMENT

President's Office, June 14, 1926

Indexed

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The meeting was called to order at 8:15 A.M. by the Chairman, Mr. Charles H. Preston.

PRESENT: Trustees Preston, Frost, Gilbert and Lewis. Mr. Haskell and Miss Knowlton were also present.

Survey project in Nutrition and Health of Rural Children

Miss Knowlton outlined a comprehensive plan of research work in the study of Nutrition and Health of Rural Children. This subject was discussed at length and it was

VOTED: To approve the continuation of the survey project already established in Nutrition and Health of Rural Children, together with such research work in this subject as may be necessary following the survey.

Acceptance of funds from the American Cranberry Exchange

The Trustees by mail vote approved the recommendation of the Committee of May 11th concerning the acceptance of funds from the American Cranberry Exchange for the purpose of financing under the direction of the Experiment Station, a study of certain properties of cranberries.

Loss of Cranberry Station building

Director Haskell reported on the loss by fire during the night of May 30th, of the building at the Cranberry Station at East Wareham.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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On motion of Dr. Gilbert it was

VOTED: To recommend to the Trustees that the decision concerning the basis on which this station building shall be constructed, be left with power to the Acting President and Director Haskell.

Rebuilding of Cranberry Station building

The meeting adjourned at 9:15 A. M.

_____Chairman

Ralph J. Watts_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

INDEXED

Empowered at Amherst, June 14, to settle questions of personnel and reorganization which, in the opinion of the President, needed immediate attention.

Boston City Club, July 8, 1926.

The Committee met at 12 o'clock with the Chairman, Mr. Wheeler, presiding.

PRESENT: Messrs. Wheeler, Bacon, Dewey, Gilbert, and Lewis.

Matron for girls in Draper Hall

The President presented to the Committee the recommendation of Miss Skinner to employ a matron for the girls living in Draper Hall next year at $50.00 plus room and board. It was suggested that the President might profitably consult Miss Arnold (absent) about this matter and if she thought it desirable, the Commissioner on Administration and Finance, Mr.Howard, should be requested to allow this additional expense.

Upon the recommendation of the President, the Committee

Appointment of Prof.W. L.Machmer as Dean

VOTED: To appoint Professor William L.Machmer to the position of Dean of the College, formerly held by Edward M. Lewis at a salary of $5,000 to begin July 1, 1926.

Appointment of Prof.A. N.Julian as Asst. Dean

To appoint Professor Arthur N.Julian to the position of Assistant Dean of the College (to take the place of Professor Hasbrouck, deceased) to be effective July 1, 1926, with a salary increase of $300.

Change of title of Miss Grace Gallond to Asst. to the Dean

To change the title of Miss Grace Gallond, Clerk in the Dean's Office, to Assistant to the Dean.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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To appoint Mr. Robert D. Hawley to the position of Secretary of the College, in place of Mr.R.J.Watts, resigned, at a salary of $2,820 to begin July 1, 1926.

Appointment of Robert D.Hawley as Secretary

To appoint Dr. Henry Van Roekel to the position of Analyst, Control Service, in place of Mr. P.E. Bransfield, resigned, at a salary of $2400 for the first year and a salary of $2,520 the second year, provided his services were satisfactory to the Head of the Department.

Appointment of Dr. Henry Van Roekel as Analyst

President Lewis read a letter in which Dr. Fernald asked for leave of absence (on account of poor health) during the winter and the first half of the spring term, 1927, with the understanding that Mr. K.A. Salman, lately appointed graduate assistant in Entomology should take over the teaching load at his, Dr. Fernald's expense. In case this request were granted, another Graduate Assistant would be appointed in Mr.Salman's place. It was

Leave of absence for Dr. Fernald

VOTED: To grant Dr. Fernald's request and so to notify the Commission on Administration and Finance.

It was further

VOTED: To approve the recommendation of Professor Fernald and President Lewis to establish the position of Instructor in Entomology and Beekeeping in place of the Assistant Professorship in Beekeeping, now made vacant by the resignation of Assistant Professor M. H. Cassidy

Establishment of position of Instructor in Entomology and Beekeeping

The President recommended the transfer of Professor Orton L. Clark, Department of Botany, from half time Instruction to full time Instruction. This transfer would involve the cancellation of one Graduate Assistant and student assistants in Botany, which, in

Transfer of Orton L.Clark to full time instruction

addition to other savings, would provide for the transfer without extra expense to the State. It was

VOTED: That this transfer be allowed upon condition that it involve no extra expense.

Approval of increases to Purnell group

The President presented to the Committee the recommendation of Director Haskell for increases in salary to the Purnell group of Experiment Station employees and asked for its advice. It was

VOTED: To grant the following increases as recommended by Director Haskell:

C. R. Fellers, from $3,000 to $3,180
L. P. Jefferson, from $2,640 to $2,760
A. W. Phillips, from $2,520 to $2,700
R. E. Sherburne, from $1,200 to $1,320
H. W. Yount, from $2,520 to $2,700

Appointment of Professor Carlson to Professor of Agronomy

The President recommended that Professor Carlson of Ohio State University be appointed Professor of Agronomy at a salary of $3,300 the first year and $3,600 the second year. This position was the one held by Professor Michels, resigned, and involved a change from Assistant Professorship to full Professorship. It also involved a possible change to Experiment Station funds of part time of Professor Beaumont, Head of the Department of Agronomy. It was

VOTED: To accept the recommendation.

The meeting adjourned at 2:30 P.M.

_____ Chairman

_____ Secretary Pro tem

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Amherst, Mass., July 29, 1926

INDEXED

The meeting convened at 12 o'clock noon with the Chairman, Mr. George H. Ellis presiding.

PRESENT: Trustees Ellis, Clark, Gerrett, Wheeler, and Lewis. Treasurer Kenney was also present.

President Lewis read the letter of Hon.Charles P. Howard which was transmitted to the College through the office of the Commissioner of Education, under the date of May 3. This letter was a request for requirements for new construction in the near future and in compliance with the request, the President had submitted a list of twenty projects, the total cost of which was estimated to be $1,067,325. The President reported that he had also written to the Commissioner stating that this was necessarily a tentative list since opportunity had not been given for the Trustee Committee to pass upon it. This list was then the basis for discussion.

Request for list of new requirements for construction

It was

VOTED: To approve the list of twenty projects which follow as the construction requirements at the College for the near future:

Projects for construction requirements

1. Freshman Dormitory ($150,000) or Woman's Dormitory . . . . . .$250,000
2. Gymnasium . . . . . 350,000
3. Administration & Recitation Building . . 100,000
4. Physics Bldg. (Completion of Microbiology Laboratory) . . . . . 150,000
5. Enlargement of Clark Hall . . . . . 65,000
6. Horticultural Manufactures Bldg. and Equipment. . . . . 60,000

COMMITTEE

| | | |
|---|---|---|
| 7. | Roads and Walks. . . . . | $30,000 |
| 8. | Enlarging College Reservoir. . . . . | 25,000 |
| 9. | Practice House - Home Economics . . . . . | 21,000 |
| 10. | Women's Gymnasium and Equipment. . . . . | 16,450 |
| 11. | Bldgs. & Equipment for Egg Laying Contest . | 15,000 |
| 12. | Better Fire Protection . . . . . | 50,000 |
| 13. | House for the Chief Engineer. . . . . | 7,500 |
| 14. | New Steam Line, East Expt.Station to Micro. Building. . . . . | 4,775 |
| 15. | Repairs on the Old Durfee Greenhouse. . .. | 4,000 |
| 16. | Making over Fourth Floor of North College. | 4,000 |
| 17. | Culvert for Brook in Ravine. . . . . | 2,600 |
| 18. | Additional Land,Cranberry Station at East Wareham . . . . . | 1,000 |
| 19. | Repairs on the Harlow House. . . . . | 1,000 |
| 20. | Library Building - important but tentative | 100,000 |
| | | $1,257,325 |

Women's Dormitory

It was the sense of the meeting that should funds be appropriated for the construction of a Woman's Dormitory rather than a Freshman Dormitory, such dormitory ought to be large enough to house students now housed in the Abigail Adams Dormitory in addition to taking care of future requirements and thus allow the use of Abigail Adams Dormitory for men students.

It was

Order of Importance

VOTED: That it be the sense of this Committee that the first four items are listed in the order of their importance.

Item 11 not especially important

VOTED: That item 11 has the general endorsement of the Committee but is not urged as especially important.

Improved water service by the town

VOTED: That item 12 be provisional upon an improved service by the town and utility company concerned with water supply in order that the investment by the College may be effective.

Projects for permanent improvement for 1927

President Lewis presented a recommendation for projects for permanent improvement for 1927. This list of projects was largely those more important ones from the complete list just authorized. It was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: To recommend to the Commission on Administration and Finance that the following list of projects be included in the 1927 budget:

1. Men's Dormitory or Women's Dormitory. $150,000-$250,000
2. Horticultural Manufactures Building . . . . $60,000
3. Roads and Walks. . . . . 11,000
4. Women's Gymnasium and Equipment. . . . . 16,450
5. Grading Area South of Athletic Field for Tennis Courts. . . . . 10,500
6. New Steam Line, East Expt. Station to Micro. Building. . . . . 4,775
7. Gymnasium . . . . . 150,000
8. Fire Truck(1/4-Amherst College 1/4-Town 1/2) 2,500

Reconstruction of building at M.G.F.S.

The President reported upon the project for reconstruction of the building at the Cranberry Station, stating that $9,000 had been appropriated by the Governor's Council from the emergency fund to make possible this reconstruction. It was

VOTED: To proceed with the construction of the building as planned at the Cranberry Station.

Uniflow Engine

Treasurer Kenney described a Uniflow engine which is reputed to be economical of coal consumption and he was instructed to secure further information upon the matter and report at a future meeting.

Walks at Abigail Adams

The Treasurer reported upon plans for the construction of walks at the Abigail Adams Dormitory and it was

VOTED: To proceed with construction as specified by Mr. Ritchie.

Reconstruction of poultry brooder house

Mr. Kenney reported that the cost of reconstructing the poultry brooder house after the fire had been met by appropriation from the supplemen-

120
420



tary budget.

The meeting adjourned at 3 P. M.

_____ Chairman

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

INDEXED

Hotel Bellevue, Boston, Mass., September 9, 1926

The meeting convened at 12:15 P.M. with the Chairman, Mr. George H. Ellis presiding.

PRESENT: Trustees Ellis, Bacon, Gerrett, Wheeler, and Lewis. Treasurer Kenney was also present. Mr.Clark came in toward the close of the meeting.

Purchase of Nash property for girl's dormitory

President Lewis explained the opportunity which has recently presented itself to purchase the property on Mount Pleasant known as the Nash property. This has been offered for sale at $16,000 and seems to commend itself as a worth-while purchase for use as a dormitory for girl students or for other college purposes. After some discussion in which it was brought out that the purchase of this property had once been contemplated by the Trustees at the price of $50,000, it was

VOTED: That this Committee recommend to the Trustees that a sub-committee be appointed to investigate the advisability of purchasing the Nash property.

Plans for new gymnasium

President Lewis explained to the Committee new plans for a gymnasium which Professor Hicks recommends with the request that permission be granted to have these plans drafted by an architect. It is believed that these new plans will substantially lower the cost of the gymnasium as compared with

estimates previously submitted. It was

VOTED: That permission be requested to have plans redrawn.

Future use of new gymnasium

The President presented to the Committee the petition of Professor Hicks that action be taken by the Trustees referring to the future use of the proposed new gymnasium. With the new plans which Professor Hicks has in mind, it seems advisable to make a decision as to whether the gymnasium shall be used by the Department of Military as well as by the Department of Physical Education. The plans which Professor Hicks proposes, contemplate a large dirt floor building and the use of this by cavalary would probably have a harmful effect upon its use for physical educational purposes. It was, therefore,

VOTED: That it be recommended that the gymnasium be planned and utilized solely for physical educational purposes.

Disposition of Durfee Greenhouse Range

The problem of what shall be done with the Durfee Greenhouse Range was then discussed. Mr.Kenney read a letter from Professor Waugh recommending that the range be demolished. The discussion developed the fact that this proposal had been made several years ago and after investigation it had then been decided not to approve such action. It was

VOTED: That it be recommended that the same subcommittee named to investigate the purchase of the Nash property be further empowered to make recommendations in next year's budget.

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Special appropriations

The matter of special appropriations referring to action of the Committee in its July meeting was then discussed, particular attention being given to the order of importance of building needs. The July proposal was for either a Women's Dormitory at $250,000 or a Men's Dormitory at $150,000, as the first item without definite statement as to which of these should have preference. The understanding was that if the larger Women's Dormitory should be erected, the present Women's Dormitory should be turned over to men. Mr. Bacon raised a question of policy in asking for more facilities for women at this time and stated that it was his opinion that women's needs should await those of the men for the time being. After considerable discussion, it was

Importance of women's needs for more facilities

VOTED: To recommend that first importance be placed upon the Women's Dormitory at $250,000 in immediate building needs.

This was not an unanimous vote.

Control of traffic on road to President's House

The Treasurer then explained the need for control of traffic over the road to the President's House and suggested that a gate be constructed to shut off this road after business hours. It was

VOTED: To refer this matter to the President and Treasurer with power to act.

The meeting adjourned at 2:10 P.M.

_____ Chairman

Robert D Hawley Secretary

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COMMITTEE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

Hotel Bellevue, Boston, Mass., September 9, 1926

The Committee convened at 2:15 P.M. with the Chairman, Mr. William Wheeler presiding.

PRESENT: Trustees Wheeler, Bacon, Dewey, Gannon, Lewis, and Miss Arnold.

Budget for 1927

The first matter for discussion was the proposed budget for 1927. President Lewis explained that the budget submitted to the Trustees was built upon a basis of a higher standard for the staff than the one which has heretofore been operative. He suggested that action be first taken upon this matter of raising the standards and proposed such raises as follows:

New salary standards

| | |
|---|---|
| The maximum for instructors be | $2100 |
| For Assistant Professors | 3300 |
| For Professors | 4200 |
| For the Heads of Administrative Departments | $4500-$5000 |

It was

VOTED: To recommend the approval of this schedule of increased standards.

Approval of budget

The budget for personal service in the instruction group was then discussed and the President made explanations for the various items of increase. It was

VOTED: That the budget as submitted be recommended to the Trustees through the Finance Committee for approval.

The meeting adjourned at 4 P.M.

_____ Chairman

Robert D. Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXPERIMENT DEPARTMENT

INDEXED

Hotel Bellevue, Boston, September 9, 1926

The Committee convened at 4 P. M. with the Chairman, Mr. Charles H. Preston presiding.

PRESENT: Trustees Preston, Arnold, Chandler, Frost, Richardson, and Lewis. Director Haskell was also present.

Experiment Station budget

Director Haskell presented a proposed budget totalling $98,700 for the Experiment Station for the ensuing year. The question was raised as to whether or not this budget exceeded last year's budget in accordance with the understanding with the Director and the Commission on Administration and Finance. Director Haskell explained that his understanding with the Commission was that the budget should not exceed $98,500 and that he would agree to reduction of the present budget to that amount. He explained further that whereas the budget was only $98,000 last year, this represented a reduction of $500 made by the Commission without explanation. The total of $98,500 is very essential to the continuance of the work. It was therefore,

VOTED: To recommend the approval of the budget as submitted except that it be modified so as not to exceed a total of $98,500.

Control Service Budget

The budget for the Control Service was then presented by the Director and after statements concerning income which showed that this service produced

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

an income greater than its cost, it was

VOTED: To recommend the approval of the budget as submitted.

Purnell Fund Budget

Director Haskell then presented the Purnell Budget with the explanation that Purnell funds are now held in trust awaiting a decision from the Attorney General as to whether this procedure is legitimate. After the Director had explained the budget, it was

VOTED: To recommend its approval.

The meeting adjourned at 5 P. M.

_____ Chairman

Robert D. Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXTENSION SERVICE

INDEXED

Hotel Bellevue, Boston, September 9, 1926

The meeting convened at 6 P. M. with the Chairman, Mr. John Chandler presiding.

PRESENT: Trustees Chandler, Bowditch, Dewey, Ellis, Frost, Gannon, Gilbert, and Lewis. Director Munson was also present.

Extension Service budget

Director Munson presented the budget for the Extension Service with the explanation that he had not had time since taking over the responsibilities of his position, to make a thorough and careful analysis of the recommendations which it contained. The budget was planned by former Director Willard. The President brought out the fact that some of the salary increases included in the budget were larger than the average increases usually recommended for similar positions of the grade and rank. It was, therefore,

VOTED: That the personal service budget as submitted be recommended for approval, subject to such modifications as President Lewis and Director Munson may agree upon subsequently, provided these changes do not increase the total amount of the present budget.

It was

VOTED: That the budget for maintenance be recommended for approval subject to such modifications as may be agreed upon by President Lewis and Director Munson, provided the total budget shall not exceed $38,675.

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COMMITTEE

Extra compensation for Mr. Redman

President Lewis brought to the attention of the Committee the extraordinary service rendered by Mr.Redman as acting director during the two months (July and August) between Director Willard's resignation and Mr. Munson's taking up active duty and suggested that he be recompensed in some manner for this extra service. It was

VOTED: To recommend that Mr.R.W. Redman be paid $200 additional salary for his overtime service and extra responsibility.

The meeting adjourned at 7:30 P.M.

_____ Chairman

Robert D. Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

Hotel Bellevue, Boston, September 9, 1926

INDEXED

The Committee convened at 7:30 P.M. with the Chairman, Mr.Atherton Clark, presiding.

PRESENT: Trustees Clark, Bowditch,Ellis, Richardson, Wheeler and Lewis. Treasurer Kenney was also present.

Budget for 1927

President Lewis presented the budget for the college for the ensuing year and made explanation of the various items included in this budget. After consideration and discussion of the various parts of the budget, it was

VOTED: To recommend the budget to the Trustees modified so as not to exceed a total increase of more than $36,000 over the budget for 1926 and with the authority for making such modification assigned to the President.

Increase in salary standards

President Lewis announced that the present personnel budget was based upon a tentative increase of salary standards as follows:

| | | | |
|---|---|---|---|
| Instructors | $2100 | from $2000 | (approx) |
| Assistant Professors | 3300 | from 3000 | " |
| Professors | 4200 | from 3900 | " |
| Heads of Administrative Departments | 4500 -5000 | from $4200-4500 | (approximately) |

It was

VOTED: To recommend the increase of salary maxima as listed above.

Support of Trustees in presenting increases to Committee on Standardization

The President asked that he have the support of the Trustees in presenting this request for increases of maxima to the Special Committee on Standardization of Salaries. It was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

**VOTED:** That it be recommended to the Trustees that representatives from the Course of Study Committee appear before the Special Committee appointed by the Legislature to study standardization of salaries, to support the President's recommendation for the raising of salary standards.

Sale of college produce to college departments by Mr.Gaskill

The sale of produce to college departments by Mr.Gaskill was the next matter of business. It was explained by Mr. Kenney that Mr. Gaskill had at one time been forbidden to sell produce to the college departments because of feeling that such sale by an employee of the College might embarrass the administration. It seems, however, that two college departments, the Dining Hall and the Department of Horticultural Manufactures, can more conveniently purchase some things of Mr.Gaskill than in any other way and Mr.Kenney recommended that permission be granted for sale to these two departments at a price not to exceed 5% under the market price. It was

VOTED: That Mr.Gaskill be allowed to sell produce to the Dining Hall and the Department of Horticultural Manufactures at a price not to exceed 5% under the market price.

Discontinuance of signing schedules by Dr.Smith

Mr. Kenney then explained the situation regarding the authorization for expenditures for maintenance concerning which there has been more or less difficulty inasmuch as the Commissioner of Education feels that he no longer has the authority to sign the schedules. A temporary arrangement was made by a special committee of the Trustees whereby Mr.Clark and Mr. Wheeler of the Board of Trustees were to approve such expenditures and sign the schedules at Boston.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Because of the difficulty in locating Mr.Clark and Mr. Wheeler at sometimes, when it was necessary to have the schedules signed, this plan has not worked particularly well. Mr. Kenney suggested that a committee of three trustees be appointed to approve expenditures and that this committee meet once each month to sign all schedules. He suggested that the signature of any two members be sufficient. It was

VOTED: That it be recommended that a committee of three trustees be authorized to approve expenditures for maintenance and special appropriations and to sign all schedules for such payment each month at the Office of the Commission on Administration and Finance in Boston; the signature of two members being sufficient authority to satisfy the ruling of the Commission on Administration and Finance.

Changes in conduct of the Dining Hall

The suggestions of the Commission on Administration and Finance relative to the conduct of the Dining Hall were then explained by Mr. Kenney. It is recommended by the Commission that in order to take care of the deficit which has been incurred in the management of the Dining Hall

1. That board be increased to $7.50 per week.
2. That supplies which can be conveniently purchased at a saving by the State Purchasing Agent, be ordered through his office.

It was

VOTED: That the recommendations of the Commission on Administration and Finance be adopted.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Payment of tuition by Oscar Carlson

Mr. Kenney then explained the situation regarding a student at the College, Mr. Oscar Carlson, who requests excuse from the payment of tuition. Mr. Carlson is a native of Sweden and a war veteran. He was excused by the President from the payment of tuition in 1920 upon the recommendation of the Governor. It was

VOTED: That the President be empowered to decide whether or not Mr.Carlson shall be required to pay tuition.

Travel of Mr.Montague

Mr. Kenney explained a request for travel by Mr. Montague who asked permission to travel to the Massachusetts state line for the purpose of attending a meeting in Rhode Island. It was pointed out that this was not in accord with the spirit of our out-of-state travel regulations and that such travel ought to be undertaken upon the approval of a definite request for travel out-of-state. It was

VOTED: That the travel of Mr. Montague to the Massachusetts state line be not approved.

Leaves of absence for Prof.Ashley and Prof. Osmun

The President recommended that leaves of absence be granted to Professor Ashley for three months and to Professor Osmun for six months, provided their work can be carried by other members of the Department for this period. He explained this recommendation upon the basis of the need of these men for rest to regain health. It was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: To grant leaves of absence for Professor Ashley for three months and to Professor Osmun for six months, provided the work can be carried by other members of the Department without additional expense.

The meeting adjourned at 9:15 P.M.

_____ Chairman

Robert D. Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF SPECIAL TRUSTEE COMMITTEE FOR THE PURPOSE OF LOOKING OVER THE NASH HOUSE AND THE OLD DURFEE RANGE OF GLASSHOUSES

INDEXED

Draper Hall, Saturday, September 19, 1926

The meeting convened at 12 o'clock noon.

PRESENT: Trustees Ellis, Gerrett and Lewis.
Treasurer Kenney was also present.

Inspection of Durfee Range

The Committee spent some time in looking over the Durfee Range under the direction of Professor F.A. Waugh. After some discussion, it was

VOTED: That the Durfee Range glasshouses should be repaired at a cost not to exceed $7,000 and that this amount be included in the budget for special appropriations for 1927.

In regard to the purchase of the Nash House, the Committee visited the property and went over the house and after some discussion, it was

VOTED: Not to accept the proposition.

It was decided, however, that if Miss Arnold decides to look over the property and dissent from the decision made, a meeting of the full committee should be called to give it further consideration.

Inspection of Everson House

The Committee also looked over the Everson House and agreed that it would make a most ideal place for a farm practice house.

Keeping of automobiles in Grinnell Arena

Treasurer Kenney brought up the question of keeping automobiles in the Grinnell Arena. He read a memorandum from Professor Frandsen in which he strongly urged against the present practice of allowing cars and

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

trucks to be stored in there at all times. This problem was talked over and it was suggested that the Treasurer include in the replacement budget an item not to exceed $2500 for a six car garage.

He also raised the question of having the street railway company switch cars of coal from the Boston & Maine to the coal pocket at the Power Plant. It was finally decided that this also should be included in the replacement budget for 1927.

Switch cars of coal from B & M to Power Plant

The meeting adjourned.

_____ Chairman

Fred C. Stanney Secretary Pro Tem

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

INDEXED

Boston City Club, November 4, 1926

The meeting convened at 12:30 P. M.

PRESENT: Trustees Ellis, Bacon, Gerrett, Wheeler, Clark and Lewis. Treasurer Kenney was also present.

Repairing present Drill Hall

The call for the meeting was based upon a letter from Commissioner Howard, Chairman of the Commission on Administration and Finance, in which he asked the Trustees to amend their request with regard to a gymnasium in the budget estimates which have already been filed, by giving complete detail for the remodelling of the present gymnasium. The Commissioner explained that he did not feel that he could recommend an item for the new gymnasium, but that he is disposed to include in this year's budget an item for repair and painting of the existing gymnasium for men and for renovation and extension of facilities for lockers, baths and toilets.

Handicap due to lack of proper equipment

President Lewis outlined the history of the development of our Department of Physical Education, indicating the handicap that has been ever present due to lack of proper equipment. The President feels that Commissioner Howard's letter may still offer an opportunity to start a unit of a future complete new plant. He suggested that the renovation and extension of our

present facilities for baths and locker-rooms might well be a new building, temporarily connected with our present Drill Hall and yet so located as to be incorporated into a new gymnasium building whenever such could be constructed.

Advisability of building small new unit rather than repair present Drill Hall

Professor Hicks, Head of the Department of Physical Education, and Mr. Evan F.Richardson, Chairman of the Alumni Committee on Gymnasium, joined the meeting. Chairman Ellis asked Professor Hicks to make recommendation concerning the matter discussed. Professor Hicks stated that he did not see where it would be possible to renovate and repair the present building and get value received for the money invested. He repeated President Lewis' suggestion of building a small new unit for baths and locker-room which might some day be incorporated into a new building.

Alumni interest in matter of new gymnasium

Mr.Richardson told of the attitude of the Alumni as being extremely interested in a project for a new gymnasium. The Alumni Committee of which he is Chairman is authorized by the Alumni Association to plan and execute a project which will have for its objective the construction of such a building. He feels that every effort should be made first to have the state build and if this fails, he believes that the committee will plan a drive for funds. He suggested that the Trustees try to arrange for the construction by the state of at least a small unit of a new

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plant and intimated that the Alumni might help to carry the project through from this point.

Poor condition of Drill Hall

Treasurer Kenney stated that the Drill Hall was in very bad repair and that college authorities might be criticized for present conditions.

Care of maintenance of buildings

Trustee Bacon called attention to the fact that we have had little encouragement from budgetary authorities in the appropriation of funds to adequately care for the maintenance of our buildings.

Fire hazard of Drill Hall

Trustee Wheeler pointed out the fire hazard of the present Drill Hall because of its construction. He questioned the advisability of building a new unit too close to it for this reason.

It was moved and

Special meeting of Committee

VOTED: That another meeting of this Committee be called to convene at the College at 12 o'clock Tuesday, November 9, for the purpose of inspecting sites and present equipment with a view to making recommendations to the Commission on Administration and Finance, relative to the repair and new construction of gymnasium equipment.

The meeting adjourned at 3:30 P. M.

_____ Chairman

Robert D. Crawley Secretary

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Trustees Ellis, Clark and Lewis met at Amherst on November 9 and inspected sites, present equipment and plans for construction and repair of gymnasium equipment. No action was taken.

Inspection of sites, equipment, etc.

_____ Chairman

Robert D Hawley Secretary

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MINUTES OF MEETING OF SPECIAL TRUSTEE COMMITTEE ON SCOPE OF THE COLLEGE

Hotel Bellevue, Boston, December 29, 1926

PRESENT: Trustees Wheeler, Ellis, Smith, Frost, Chandler, Lewis and Miss Arnold.

Scope of Women's work

The President informed the committee of the action taken by the Trustees in the past in regard to home-making and referred to the program presented by Miss Skinner to the Course of Study Committee on March 27, 1924. Later the President read a prepared statement covering the interpretations of the scope in the past and concluding with reference to the three attitudes towards the scope: Holding in general to the present conception; changing it to a more specific objective; or changing it along some of the lines suggested by President Butterfield in his last annual report.

After much discussion a resolution offered by President Lewis to reaffirm the present objective was considered. No action was taken.

After further discussion, it was

VOTED: That it is the sense of this committee that the courses for women at the College should have continuous contact throughout the four years with both agricultural and homemaking objectives.

VOTED: That it is the sense of this committee that definite action on the scope of the college be not taken, particularly with

reference to the enlargement of that scope, until such data be supplied by the committee as will indicate the probable effect of a change of policy upon the character of the student body.

The meeting adjourned.

_____Chairman

_____Secretary Pro-Tem

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

INDEXED

Hotel Bellevue, Boston, January 6, 1927

The meeting convened at 9:30 A.M. with the Chairman, Mr.William Wheeler presiding.

PRESENT: Trustees Wheeler, Bacon, Dewey, Gilbert, Miss Arnold, and President Lewis.

Upon the recommendation of the President, it was

Acting Head of Division of Agriculture

VOTED: To continue the appointment of Director Haskell as Acting Head of the Division of Agriculture till the matter may have further consideration at the June meeting.

President Lewis reported upon the appointments and resignations made since the last meeting of the Trustees, and it was

VOTED: To approve the action of the President in this regard.

NEW APPOINTMENTS

New Appointments

Rollin H. Barrett, Assistant Professor of Farm Management, November 1, 1926, $2,760
Marian V. Brown, Clerk, Dept. Agricultural Economics, October 7, 1926, $1,020 (Purnell Funds)
Mrs. Myrl G. Clary, Stenographer, Extension Service, December 1, 1926, $900
Miles H. Cubbon, Assistant Professor of Agronomy, September 1, 1926, $2,700
Esther S. Davies, Assistant Research Professor of Home Economics, January 1, 1927, $3,000 (Purnell Funds)
Olive L. Gillett, Stenographer, Extension Service, September 13, 1926, $960
Mrs. Annette T. Herr, State Leader of Home Demonstration Agents, December 1, 1926, $3,600
Mary E. Honnay, Bookkeeper, Treasurer's Office, September 13, 1926, $840
Joseph L. Kelley, Investigator in Cranberry Studies, December 1, 1926, $1,680
Ronald L. Mighell, Investigator in Farm Management, January 1, 1927, $2,400 (Purnell Funds)

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Paul R. Nelson, Investigator in Chemistry, December 1, 1926, $1,620
Grunow O. Oleson, Extension Editor, October 25, 1926, $2,220
Edwin O. Turner, Curator, Chemistry Dept., September 15, 1926, $1,200
Eileen V. Walker, Stenographer, Dept. of Home Economics, September 1, 1926, $840
Delmar Dunbar, Instructor in French and Spanish, January 1, 1927, $250 per month for five months.

RESIGNATIONS

Resignations

Elizabeth Boguslawski, Stenographer, Extension Service, November 4, 1926
Gerald M. Gilligan, Investigator in Chemistry, October 15, 1926
Bertha Knight, Died September 28, 1926

TRANSFERS AND PROMOTIONS

Transfers and Promotions

L. Luella Davis, Assistant Cashier, Treasurer's Office, September 20, 1926, $1,200. Promoted from Clerk, Treasurer's Office.

Upon the recommendation of the President, it was

Leave of absence of Professor Ashley

VOTED: To extend the leave of absence of Professor Ashley for the remainder of the college year with the understanding that this leave of absence will be without pay.

Conflict of dates at Commencement

The President told of several conflicting engagements which he has at Commencement time and asked that the committee give consideration to the changing of the Commencement date. It was

VOTED: That this committee recommends that the President propose whatever alternatives seem possible to the full Board of Trustees for their final action.

The report of the trustee sub-committee on scope of the college was then reported by the President.

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COMMITTEE

After considerable discussion it was

Report of Trustee Committee on Scope of the College

VOTED: That the motion approved by the scope of the college committee, namely "that it is the sense of this committee that the courses for women at the college should have continuous contact throughout the four years with both agricultural and home-making objectives," be approved as an expression of general aim.

Supervision of girl students at Draper

The matter of supervision of girl students who may be housed at Draper Hall next year was proposed for discussion by the President. It was

VOTED: That Miss Arnold and the President constitute a committee to investigate this situation and to report recommendations at the next meeting.

Number of women students to be accepted next fall

The President then raised the question of the number of women students to be accepted by the college next year. It was

VOTED: To confirm the action taken by the Trustees last year respecting the admission of women students and to apply this action again this year.

The meeting adjourned at 11:45 A.M.

_____ Chairman

Robert D Hawley Secretary

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXTENSION SERVICE

Hotel Bellevue, Boston, January 6, 1927

The meeting convened at 1:30 P.M. with the Chairman, Mr. John Chandler presiding.

PRESENT: Trustees Chandler, Bowditch, Dewey, Gilbert, Miss Arnold and President Lewis. Director Munson was also present.

President Lewis reported the attitude of the Budget Commissioner as being apparently unfavorable to the establishment of the new position of Home Management Specialist, as requested in the budget. He pointed out that representatives of various women's organizations have been anxious for several years to present this matter before the Legislature, and suggested that probably the time is ripe for us to refrain from objecting to their doing this. This suggestion was approved by the Committee.

New position of Home Management Specialist

Director Munson made a report of the work of the Extension Service, including a report of the outstanding accomplishments of the year. He referred to the difficulty of filling vacancies in the Home Economics Specialist positions because of the comparatively low salary allowed by the state.

Report of Extension Service

The question of the advisability of continuing correspondence courses was raised. The Director reported that these courses had not been given adequate

Continuation of correspondence courses

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attention. He summarized the question as involving service to suburban dwellers in addition to rural people. He feels that the rural population of the state is well served by the extension service without correspondence courses. If there is a responsibility to suburbanites, correspondence courses are probably needed to take care of it. It was the sense of the Committee that correspondence courses are a valuable part of Extension Service and it was

VOTED: That a limited number of courses be conducted and that these courses be advertised so as to enroll as large a number of students as possible.

The meeting adjourned at 3 P. M.

_____ Chairman

Robert D Hawley Secretary

COMMITTEE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON HORTICULTURE

Hotel Bellevue, Boston, January 6, 1927

INDEXED

The meeting convened at 3 P. M. with Mr. Chandler presiding in the absence of Mr. Frost.

PRESENT: Trustees Chandler, Clark, Preston, and President Lewis. Professor Waugh was also present.

Work of the Division of Horticulture

Professor Waugh reported concerning the work of the Division of Horticulture. The Vegetable Gardening Department is now organized on a more permanent basis. The Forestry Experiment Station is contributing considerable to the educational opportunities offered by the Division. Plans are made for a summer school in Horticulture, to be conducted this year. Courses will be offered for graduate and undergraduate study. No additional expense of great significance will be involved.

It was

VOTED: To approve this summer course as an experiment.

Need of Horticultural Manufactures Building

Professor Waugh stressed the need of the Horticultural Manufactures Building which has been included in the budget for several years and is again an item in this year's request for appropriations.

Repairs, etc. at cold storage buildings

The need for repairs and a new system of refrigeration at the cold storage building was pointed out. It was

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VOTED: That the Pomology Department be asked to prepare definite recommendations to be referred to this committee for inclusion in next year's budget.

Professional Improvement

Professor Waugh also expressed the need for some plan for professional improvement of members of the staff.

The meeting adjourned at 4 P. M.

Chairman

Robert D. Crawley Secretary

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FARM

Hotel Bellevue, Boston, January 6, 1927

INDEXED

The meeting convened at 4 P. M. with the Chairman, Mr. Nathaniel I.Bowditch presiding.

PRESENT: Trustees Bowditch, Gerrett, Ellis, Gilbert, and President Lewis. Director Haskell, Professors Frandsen and Montague were also present.

The sale and delivery of milk from the farm was explained by Professor Frandsen. He indicated that the present arrangement for conducting this service costs approximately $4600 a year. This present service involves cooperation with a private person. By undertaking this delivery completely on its own resources, the College could include with the delivery of market milk, that of butter, icecream, eggs and other products from the Division of Agriculture, at a lower cost than is at present involved in the delivery of milk alone. This would require the purchase of an auto truck costing approximately $1,000 and the hiring of a driver at approximately $120 per month. He recommended for the faculty committee that this plan be adopted and the new position and auto purchase be authorized. Upon the motion of Dr.Gilbert which was duly seconded, it was

Sale and delivery of milk from the farm

VOTED: To approve this recommendation, provided the President can make the necessary arrangements at the State House. If arrangements cannot be made at the State House, the matter should again be referred to this committee.

Purchase of auto and hiring of driver to deliver milk, etc.

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Sales in Division of Agriculture on cash basis

The Faculty Committee also recommended that all sales from the Division of Agriculture be placed as nearly as possible on a cash basis. It was

> VOTED: To approve this recommendation and to leave with the Faculty Committee and the President, the working out of the details involved.

Plan for Eradication of cattle abortion

Director Haskell then explained the plan for the eradication of cattle abortion from the farm herd. He reported for the faculty committee consisting of the Acting Head of the Division, Dr. J. B. Lentz, the Head of the Dairy and Animal Husbandry Departments and Head of the Farm Department the following recommendations:

Cattle not to be s own at fairs

1. That for the ensuing year at least, M.A.C. cattle be not shown at fairs.

Advertising herd in Breed and other agricultural papers

2. That the money usually expended incidental to the exhibiting of cattle, be made available for advertising the herd by circulars and advertisements in the Breed and other agricultural papers, and for more extensive use of lantern slides and motion pictures; and that an effort be made to put more animals on the Advanced Register.

Committee to check over cattle and work out plan for elimination of abortion reacting animals

3. That a committee composed of Mr. Montague, Professor Frandsen, and Dr. Lentz be appointed whose duties shall be to check over all cattle in the herd at the present time and to work out a plan for the elimination of abortion-reacting animals as fast as consistent with the class needs and the desire to save for breeding purposes such animals as are essential to the most consistent development of the M.A.C. herd. Monthly reports shall be made to the Trustee Committee, indicating all action in eliminating animals from the herd.

Milk to be pasteurized

4. That all milk from the barn shall be cooled and forwarded to Flint Laboratory where it will be pasteurized and handled in other ways as indicated.

Director Haskell pointed out that these recommendations are extremely significant in that

Significance of recommendations

1. They will bar cattle from the show ring during the next year at least.

2. They give to a local committee the power to eliminate animals from the farm herd, subject to report to the Farm Committee of the Trustees.

3. They involve the elimination of the farm dairy.

After considerable discussion, it was moved by Dr. Gilbert and

VOTED: That the four recommendations noted above be approved.

Mr. Ellis raised a question on the matter of the development of the farm herds and flocks inquiring as to policy in regard to size. After brief discussion the matter was laid on the table with the understanding that it be the main item of business at the next meeting of the committee.

Development of farm herds and flocks

Director Haskell presented the financial report of the farm for 1926 and emphasized the need for a revolving fund to enable a more economical management. He called particular attention to the fact that a higher price could have been realized from the sale of college milk during the last year were we able to distribute it by another method than the present. Our inability to do this is due to the lack of a revolving fund. It was moved and

Financial report of farm and need for a revolving fund

VOTED: That a committee consisting of Trustees Bowditch, Ellis, Gerrett, Gilbert and Professors Haskell, Frandsen and Montague be asked to prepare a statement explaining the

Committee to prepare statement relative to need of a revolving fund

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need of a revolving fund for the farm and to present the matter to the Commission on Administration and Finance with the recommendation that the necessary provisions be made for its adoption.

Building requirements of farm

Director Haskell stated that there are building requirements which need the attention of the Trustees and he was advised to recommend to the Chairman of the Committee on Farm a date for another meeting when this business can be considered.

Horse replacements

The problem of horse replacements for the institution was brought up for consideration, in connection with the breeding policy of the farm and other sub-divisions, and the need of buildings to care for herd mares. Detailed consideration was postponed to the next meeting of the Committee.

The meeting adjourned at 5:45 P. M.

_____ Chairman

Robert D. Hawley Secretary

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

BUILDINGS AND ARRANGEMENT OF GROUNDS

INDEXED

Hotel Bellevue, January 6, 1927

The meeting convened at 6 P.M. with the Chairman, Mr.George H. Ellis presiding.

PRESENT: Trustees Ellis, Bacon, Pollard,Clark, Wheeler, Gerrett, Preston and President Lewis. Treasurer Kenney was also present.

The Treasurer reported upon the budget for special appropriations as it has been tentatively passed by the Commission on Administration and Finance:

Budget for special appropriations

| | | | |
|---|---|---|---|
| 1. | Men's Dormitory | $150,000 | Not recommended |
| 2. | Horticultural Manufactures Building | 60,000 | Not recommended |
| 3. | Roads and Walks | 11,000 | Not recommended |
| 4. | Women's Gymnasium and Equipment | 16,400 | Not recommended |
| 5. | Grading Area South of Athletic Field for Tennis Courts | 10,500 | Not recommended |
| 6. | New Steam Line, East Experiment Station to Microbiology Building | 5,000 | Recommended |
| 7. | Gymnasium | 150,000- | $20,000 recommended |
| 8. | Fire Truck | 2,500 | Recommended |
| 9. | Steam Heat Poultry Plant | 2,400 | Recommended |
| 10. | Durfee Range | 7,000 | Recommended |
| 11. | Culvert over Brook in Ravine | 3,000 | Recommended |
| | | $417,800 | |

The President read the letter which he had sent to the Budget Commissioner urging a further consideration of the requested budget, particularly as it refers to the gymnasium item.

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New Projects for Special Appropriation

The Treasurer proposed new projects for special appropriations as follows:

1. The construction of two six-car garages, one for use of the Power Plant and the other for administration cars at South College. Estimated cost, $5,000.

It was

VOTED: To recommend the approval of this appropriation through the Finance Committee.

2. New construction for fire protection in the library at an estimated cost of $4,000 and in the extension of water mains, estimated cost $2,000.

It was

VOTED: To recommend the appropriation of these amounts through the Finance Committee.

3. Construction of railroad switch and cement bridge at an estimated cost of $31,000 to enable the hauling of coal by the Holyoke Street Railway which concern agrees to perform this service on the basis of a five-year contract at 75 cents per net ton. The present cost is $1.50 per gross ton and the Treasurer indicated that this would enable a saving of about $3500 per year.

It was

VOTED: To lay the matter on the table.

4. Tile construction in the churn room of Flint Laboratory. Estimated cost, $4,000.

It was

VOTED: To recommend this through the Finance Committee.

5. Construction of a Cabinet to contain the Hosmer Zoological collection recently donated to the College. Estimated cost $200.

It was

VOTED: To approve this construction.

The Treasurer explained the hazard of fire loss to college property where it is permitted to be

kept in private buildings as is the present practice and recommended:

Removal of equipment from college buildings

That any member of the staff desiring to remove equipment from college buildings should first obtain permission from the Head of his Department. Permission should not be given for a period in excess of two weeks. All property thus removed from college buildings should be reported to the Treasurer who is custodian of all college property. If it is necessary to keep equipment longer than two weeks, approval in writing should be secured from the Treasurer. Removal of any property without this permission will be at the risk of the individual who takes it. It was

VOTED: To approve this recommendation.

Installation of telephone in home of foreman of Grounds

The Treasurer transmitted the request of the Superintendent of Grounds for the installation of a telephone in the home of his foreman. It was

VOTED: That the matter be laid on the table.

Purchase of police equipment

The request of Mr. Dickinson to buy police equipment was approved.

The meeting adjourned at 7 P. M.

_____ Chairman

Robert D. Brawley Secretary

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

Hotel Bellevue, Boston, January 6, 1927

INDEXED

The meeting convened at 7 P. M. with the Chairman, Mr.Atherton Clark presiding.

PRESENT: Trustees Clark, Bowditch, Ellis, Gerrett, Pollard, Preston, Wheeler and President Lewis. Treasurer Kenney was also present.

Endowment from Porter L. Newton Estate

The Treasurer reported the receipt of $23,411.33 from the Porter L. Newton Estate as an endowment to be used as the Trustees shall direct, as scholarships for students desiring to specialize in agriculture, it being the intent of the donor to do something which will tend to improve the general agricultural situation in Massachusetts. It was recommended that this fund be invested and the income therefrom be used for scholarships to students desiring to specialize in agriculture and that it be administered as are other scholarship funds by a committee consisting of the President, the Dean and the Treasurer. It was

VOTED: To approve this recommendation and to recommend it to the Board of Trustees.

Endowment from Charles A.Gleason Estate

The receipt of $5,000 from the Charles A. Gleason Estate as a similar endowment was also reported. It was

VOTED: To recommend to the Trustees that this fund be invested and that the income therefrom be used as a loan fund to help students secure an education at the Massachusetts Agricultural College, the money to be loaned at a rate not to exceed 5% and to be payable within not more than three years from graduation.

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The Treasurer reported the fact that it had been necessary for Dean Machmer to travel to Providence, Rhode Island on short notice in connection with the World Aggie Night meeting there and that provision had not been made to pay for this travel out of state funds. It was recommended that the amount be paid out of the Burnham Trust Funds. It was

Travel of Prof.Machmer to World Aggie Night

VOTED: To approve the recommendation.

The matter of exemption from the payment of tuition was presented by the Treasurer and it was

Exemption from payment of tuition

VOTED: To recommend to the Trustees that the following be made a basis for exemption.

Members of the staff who have received the approval of the President to take a course for professional improvement shall be exempt. All teachers employed by the Commonwealth who are required by the regulations of the Department of Education to take certain teacher training courses shall be exempt in taking courses conducted for that purpose.

It was

VOTED: That the Treasurer shall carry insurance of $3000 on the military regalia and supplies in the Drill Hall and $5000 on the text books in the college store in South College and that the cost of such insurance be covered by adding to the sales price an amount sufficient to cover such cost.

Insurance on military regalia and text-books

In view of the recent ruling of the Commission on Administration and Finance to allow for the entering of tips and porters' fees in travel expense accounts, it was

Tips and porters' fees

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VOTED: To recommend to the Trustees that previous action of the Board on this matter be rescinded.

It was

D.K.Bangs loan fund

VOTED: To charge off from the D.K.Bangs loan fund the amount of $420, being loans made to the following students:

| | |
|---|---|
| Alan G. Kennedy | $25 |
| Elton S. Stinson | 15 |
| R. L. Arms | 100 |
| Donald D. Macaulay | 25 |
| John L. Walsh | 75 |
| Carlton H.Schaffer | 100 |
| Frank S. Post | 80 |

It is understood that a memorandum of these accounts will be kept in case anyone of the borrowers desires to clear up his indebtedness.

It was

Extra charge at dining-hall

VOTED: To recommend to the Trustees that an extra charge of 10% be made to all persons not connected with the college, served at the college dining hall.

It was

Discount on cash sales in Division of Agriculture

VOTED: That a 5% discount be allowed on cash sales of produce in the Divison of Agriculture as compared with the regular price for goods sold on charge accounts, with the understanding that this procedure be an experiment and that further report be made at the June meeting.

It was

Recommendations of Committee on Buildings & Arrangement of Grounds

VOTED: To approve the following recommendations of the Committee on Buildings and Arrangement of Grounds:

1. That two six-car garages be constructed, one for the use of the Power Plant and the other for administration cars at South College. The estimated cost for both is $5,000.

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2. That $6,000 be appropriated for new construction for fire protection, $4,000 for construction in the Library and $2,000 for the extension of water mains.

3. That $4,000 be appropriated for tile construction in the churn room of Flint Laboratory.

4. That any member of the staff desiring to remove equipment from college buildings should first receive permission from the Head of his Department. Permission should not be given for a period in excess of two weeks. All property thus removed from college buildings should be reported to the Treasurer who is custodian of all college property. If it is necessary to keep equipment longer than two weeks, approval in writing should be secured from the Treasurer. Removal of any property without this permission will be at the risk of the individual who takes it.

The meeting adjourned at 8 P. M.

_____ Chairman

Robert D Hawley Secretary

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MINUTES OF MEETING OF SPECIAL COMMITTEE ON COMMENCEMENT EXERCISES

A meeting of the special committee to consider the date of Commencement exercises for the current academic year was held in the office of Dr. Gilbert, Commissioner of Agriculture, State House, Boston, at 10 A. M., February 5.

PRESENT: Trustees Gilbert, Clark, Chandler and Dewey, Chairman. Unable to be present: Bowditch.

Length of term not to be reduced more than three days

It was voted that the length of the second term should not be reduced more than three days, with the suggestion that the faculty arrange, if possible, a schedule so that the exercises may close on Friday or Saturday, June 10 or 11.

Leave of absence to President Lewis during Commencement

In the discussion it was hoped that it might be found possible to make the above arrangement without sacrificing an essential amount of instruction. If it be not practicable to force the Commencement back two or three days, the Committee was heartily in favor of a grant of a leave of absence to President Lewis for the Commencement period, and expressed a desire to do everything in its power to make the Commencement exercises a success in his absence. It was suggested that Mr. Wheeler might be invited to represent President Lewis

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at the President's reception or other functions of that nature.

Adjourned.

_____ Chairman

Robert D. Crawley Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FARM

Draper Hall, M.A.C., April 7, 1927

INDEXED

The meeting convened at 12:10 P.M.

PRESENT: President Lewis, Trustees Bowditch, Gerrett, Richardson, Ellis, Mr.Kenney, Professors Haskell, Frandsen and Montague.

Chairman Bowditch presided.

Livestock policy of the farm

The business was taken up according to an outline previously submitted to members of the Committee by mail. The first question for discussion was what should be the livestock policy of the College farm. Under this topic the situation regarding dairy cattle was first discussed, Professor Frandsen explaining the recommendations of the local committee that the College plan to maintain herds of fifteen mature and fifteen growing animals with necessary sires in each of the five dairy breeds, Ayshires, Guernseys, Holsteins, Jerseys and milking Shorthorns. He felt that satisfactory class-work could not be conducted with fewer than this number of animals.

Teaching of Dairying

Director Haskell called attention to census figures which indicate that dairying is the most prominent agricultural enterprise in the state and he stated that with the opportunities offered here for teaching Dairy Husbandry, he felt that the College should make no curtailment in its teaching effort in this subject, and, if curtailment is necessary, some other place to

apply it should be found. He felt that the tendency to spread our teaching over a wide variety of Animal Husbandry subjects has handicapped effective teaching in Dairy Husbandry, where our main efforts should be put. The question as raised by Trustee Ellis was whether or not the cost of maintaining instruction in the agricultural courses was not out of proportion to that in other departments of the college, and whether in view of this fact the cost here should not be reduced.

Mr. Montague gave in detail the size of the present herd by age groups and reported concerning the capacity of farm buildings to house stock.

It was decided to consider all of the questions involved before action be taken on any single question.

Policy as to maintenance of beef herd

Accordingly the question of policy as to the maintenance of a beef herd was then discussed. Professor Frandsen explained the recommendation of the local committee to dispose of the present herd of Herefords and to purchase annually a car-load of feeders to furnish material for judging and for slaughter in the meat courses. It was pointed out that such procedure would involve certain building changes. It was suggested that use could be made of the Brooks' farm barn for this purpose at a cost of approximately $1200 for fitting it up. Mr. Montague felt that it would be quite necessary to house the animals away from the other college live-

stock because of the danger of contagious disease.

Meat courses

Figures submitted by Professor Frandsen showed a net cost for the meat course of 1926-1927 of $825; and an estimated gross cost of about $2500 for 1927-1928, which would have to be cared for by appropriation.

Situation in regard to sheep and swine

The committee then discussed the situation in regard to sheep and swine. The recommendation of Professors Frandsen and Montague, is that the present two breeds of sheep and swine be maintained in about the present numbers. In addition, however, if the meat course is to be continued, it will be necessary to raise animals for slaughtering. This cannot be done without enlargement of quarters, which Professor Frandsen suggested would cost about $1700. The additional cost of raising animals for the meat course aside from equipment, would be about $1000 per year.

The suggestion was made that individual colony houses could be erected at smaller cost.

Raising of horses

The question of policy in the raising of horses was then discussed. The local committee recommended that the Trustees establish the policy of raising institutional replacements. In explaining the recommendation, Mr. Montague stated that the present quarters were quite unsatisfactory and that the loss of 24 colts in twelve years pointed to the need for some definite action. He submitted plans for a new barn,

estimated to cost approximately $9,000.

The question was raised as to whether or not it would be sound farm practice to try to raise horses. Professor Frandsen stated that to his mind, this was the least important of the projects submitted.

Farm building needs

The building needs of the farm, as involved in the proposals previously made, were then summarized as follows:

1. New Horse Barn
2. Arrangement for Housing Beef Herd
3. Enlargement of Quarters for Swine, and in addition to these,
4. Garage facilities.

Revolving fund project

Director Haskell then reported concerning the revolving fund project which was discussed at the last meeting of the committee. Pursuant to action taken by the committee at that time, Trustee Ellis, President Lewis and Director Haskell held a conference with the Commission on Administration and Finance relative to the possibility of establishing a revolving fund for the farm. Whereas they received a sympathetic hearing, they were given little hope to expect that a revolving fund could be established, because of the specific requirement of the law.

Trustee Ellis' opinion as to revolving fund

Trustee Ellis stated that he felt, whereas there was no possibility of establishing a revolving fund, an adjustment might be made with the Commission by which we could receive consideration amounting to practically the same thing.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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The farm is now confronted with the problem of raising more animals for the meat course at an additional cost of approximately $2500. With a revolving fund this could be accomplished, since the income from the sale of these animals will practically pay the cost of raising them. On the present basis, however, an additional appropriation will be required or a curtailment of the farm's activities somewhere else will have to be accomplished in order to provide the $2500.

Sale of farm products to townspeople

The committee then discussed the sale of farm products to townspeople. The President told of the protest made by a committee of the local Chamber of Commerce relative to the sale of meat and vegetables. It seemed to be the sense of the committee to approve the sale of farm products to townspeople, provided such products be sold at prices higher than the going retail price.

The committee then returned to matters previously discussed for final action. It was

Breeds in college herd

VOTED: To approve the recommendation of the local committee that in the dairy breeds: Ayshires, Guernseys, Holsteins, Jerseys, milking Shorthorns; the college plan to maintain herds of fifteen mature and fifteen growing animals with the necessary sires. The average total stock on the farm should not vary significantly from these figures for any length of time.

Beef Breeds

Consideration was then given to the recommendation of the local committee relative to beef breeds; namely, that the College make arrangement to purchase

annually a car-load of feeders in the fall or good grade calves in the spring, to furnish material for judging in the fall, and for meat courses in the winter months, and to dispose of the present herd of Herefords. It was

> VOTED: That a committee consisting of the President and the Acting Head of the Division be authorized to carry out the plan provided funds are available, and it seems advisable.

It was suggested that this special committee consider the possibility of buying ten feeder animals for the beef course work. It was

> VOTED: That the matter of providing sheep and swine for the meat course, be left with the local committee to handle so far as funds are available, with the suggestion that animals might be purchased for slaughter in the meats course, and that the housing of hogs might be cared for by building two or three inexpensive colony houses.

Providing sheep and swine for meat courses

The matter relative to the policy of the institution in raising horses was laid on the table, with the suggestion that the next time it be presented, plans for a less expensive horse barn be submitted.

Policy of raising horses

The meeting adjourned at 4:30 P.M.

_____ Chairman

Robert D Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXPERIMENT DEPARTMENT

Draper Hall, M.A.C., May 20, 1927

The meeting convened at 6 P.M.

INDEXED

PRESENT: Trustees Preston, Frost, President Lewis, and Director Haskell.

Changes in projects

Director Haskell made a report of changes in projects since the May 1926 meeting of the committee and it was

VOTED: To approve these changes.

Plan of development under Purnell Act

Director Haskell then proposed a plan of development under the Purnell Act described as follows:

"In the organization under the Purnell Act it was necessary to organize for research in four departments which had never had the benefit of contact with formal agricultural experimentation. These were, respectively, Farm Management, Home Economics, Dairy Manufactures, and Horticultural Manufactures. Owing to the difficulty of finding trained workers there was considerable delay in finding the places in Home Economics and Farm Management. All of the places vacant have now been filled, and the work is progressing satisfactorily.

"If the Purnell fund progresses as per expectation there will be after this coming year two further increments of $10,000 each, making the total annual appropriation from this Government source $60,000 or $20,000 more than now budgeted. Meanwhile the demand for research service has been increasing. Appreciation of the significance of economic research is growing rapidly; the demand for formal farm management studies, particularly in the field of poultry husbandry, has been insistent. So, also, has been the demand for the older types of work, particularly in disease control in poultry, of insect and disease control on vegetables and flowers as well as on fruits and field crops, and the like.

"In the opinion of the Station Director any further increase in personnel under the Purnell Fund should be at the bottom and not at the top. As rapidly as the employees now engaged in Purnell work justify increased help, such help should be furnished, subject, of course, to the resources of the Station. In the long run, despite the fact that many of these

assistants will remain in office for but a relatively short period, the total of research work completed under this plan will be greater than if higher positions are filled. As a part of this plan, it is the expectation that the Purnell workers, as well as other workers on the staff, will receive a rate of pay consistent with the ability and progress which they show in furthering their work."

It was

VOTED: To approve the plan suggested by Director Haskell.

Tentative Purnell Budget

The tentative budget under Purnell funds for 1927-1928 was then submitted by Director Haskell. This budget totals $31,722.50 for salaries and $4,675 for maintenance, making a grand total of $40,000. Director Haskell recommended that the position of Investigator in Horticultural Manufactures be established on this Purnell budget and that the budget be accepted in principle, subject to such changes in detail as in the judgment of the President and the Director may be necessary. It was

VOTED: To approve these recommendations.

Use of land by State Department of Conservation

The question of the use of station land by the State Department of Conservation for forest nurseries was then discussed and it was the sentiment of the committee that this matter should be taken up anew by the full Board of Trustees in an effort to effect a permanent arrangement.

Service of diagnostic laboratory in avian pathology

The service of the diagnostic laboratory in avian pathology was then presented and as a result of the ensuing discussion the following recommendations of

COMMITTEE

the Director were adopted:

Recommendations in department of avian pathology

1. That the position of Specialist, Control Service, be considered to rank ultimately on a parallel with that of full professor.

2. That in addition the Trustees establish the position of assistant specialist so that at all times to have a man in training for this important work.

3. That these recommendations be applied subject to the exigencies of the budget.

Appropriation for poultry disease elimination service

Because of the growing amount of work involved in the poultry disease elimination service, the Director recommended that for the year beginning December 1st next, an appropriation of $15,000 be asked for the support of this important work. This is an increase of $5,000. It was

VOTED: To adopt the recommendation.

Situation in regard to new seed control law

Director Haskell then explained the situation in regard to the new seed control law. The committee recommended that President Lewis, Commissioner Gilbert and Director Haskell draw up a plan of procedure under this law and present it at the Commencement meeting of the Board of Trustees.

Meeting at Cranberry Station

The Committee agreed to meet at the Cranberry Station at the time of the annual meeting of the Cape Cod Association, now listed tentatively for August 23rd.

Inspection of Experiment Station projects

The forenoon of May 21st was spent by the committee in inspection of Experiment Station projects and in conference with members of the Station staff.

_____ Chairman

_____ Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

Boston City Club, May 27, 1927

INDEXED

The meeting convened at 2:15 P.M.

PRESENT: Trustees Bowditch, Ellis, Pollard, Richardson and President Lewis.

John K. Broadfoot named Assistant Treasurer

The President presented to the Committee the recommendation of Treasurer Kenney that Mr. John K. Broadfoot, Assistant to the Treasurer, be named Assistant Treasurer and authorized to sign checks of the College when the Treasurer is out of town. It was

VOTED: That the recommendation be adopted.

The meeting adjourned.

_____ Chairman

Robert D Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

Boston City Club, Boston, June 9, 1927

INDEXED

The meeting convened at 1:45. In the absence of Trustee Clark, Trustee Bowditch presided.

PRESENT: Trustees Bowditch, Ellis, Pollard, and Wheeler. Treasurer Kenney was also present.

Phi Kappa Phi Scholarship

Treasurer Kenney read the recommendation of the Phi Kappa Phi Society that $250 from the income of trust funds which are scholarship funds be devoted to the granting of scholarships to be known as Phi Kappa Phi Scholarships. Mr. Kenney supported this recommendation. It was

VOTED: To appropriate $250 out of scholarship trust funds for the awarding of such scholarships for the next college year.

$200 to the International Conference of Soil Science

The request that the College contribute $200 to the International Conference of Soil Science, was laid on the table. It was

Miss Margaret Lincoln

VOTED: To loan Miss Margaret Lincoln of the class of 1928, $250 from the Gleason Fund to be paid back one year after graduation.

It was

Mr.Arthur H. May

VOTED: To extend the note of Mr.Arthur H. May of the Two-Year course for a period of three months.

Railroad scrip books

The matter of the use of railroad scrip books and the change of practice as recommended by the Comptroller was left with the Treasurer with power to act.

The Treasurer recommended new rules governing

COMMITTEE

requisitions, bills, receipts, employment of labor and payrolls as follows:

Rules Governing Requisitions, Bills, Receipts, Employment of Labor and Pay Rolls.

Rules governing requisitions, bills, etc.

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1. All orders for supplies or equipment shall be made on a uniform requisition, signed by the head of the department, and countersigned by the Treasurer. A copy of this requisition shall be filed with the Treasurer at the time the order is given. All requisitions on Replacement Funds will be issued only from the Treasurer's Office. Departments may obtain bona fide bids or quotations from one or more firms. These bids with all information are to be sent to the Treasurer's Office with request that the requisition be issued.

2. All bills shall be sent direct to the Treasurer, who shall check same with requisition on file, verify the amount, and send it to the department for which the supplies or equipment were ordered.

3. All bills must be approved, classified and returned to Treasurer's Office within twenty-four hours of receipt of goods. Any item that cannot be approved at that time should be so designated and bill returned to the Treasurer's Office.

4. All bills for payment by the Treasurer of the College or Treasurer of the Commonwealth must be fully itemized, containing the number of units, the rate per unit and the amount.

5. Pay rolls for all weekly labor, with their proper classifications, shall be left at the Treasurer's Office by nine o'clock on pay day. Time slips for all labor paid monthly shall be in the Treasurer's Office not later than noon on the last working day of the month. No employee will be paid for services except on the regular pay days, unless he is discharged. No laborer, permanent or temporary, shall be employed without authorization from the Treasurer.

6. No person shall draw the wages of any employee except upon the written order of said employee.

7. Employees being unable to write, will make their mark, which shall be witnessed by an attache of the college.

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8. The Treasurer shall in no case advance any money on the salary of an employee from the funds of the institution.

9. All receipts from every department of the institution, whether cash or collection, shall be turned into the Treasurer's Office when amounting to $5 or more, by noon of the following day; when under this amount, by the Saturday forenoon of each week.

10. All receipts shall be fully itemized, containing the name and address of the payer, number of units, rate per unit and amount. The Treasurer shall give a receipt for all money received. When items for collection have been paid, the Treasurer shall notify the departments of such remittance giving date and name.

It was

VOTED: To adopt the recommendation.

It was

Bill of Cotrelle and Leonard

VOTED: To approve for payment from the Sessions Fund the bill of Cotrelle and Leonard presented by the Treasurer.

D.K.Bangs' Fund

The Treasurer gave a report of the D.K. Bangs' Trust Fund.

The meeting adjourned at 2 P.M.

_____ Chairman

Robert D Crawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, June 9, 1927

INDEXED

The meeting convened at 2 P.M. with Chairman Ellis presiding.

PRESENT: Trustees Ellis, Bacon, Gerrett, Preston, President Lewis and Mr. Kenney.

Treasurer Kenney reported on the appropriations for special construction granted for this year and it was moved and

Appropriations for special construction

VOTED: That he be authorized to proceed with construction on the basis of these appropriations.

The Alpha Sigma Phi Fraternity expects to build a new house contiguous to college land and requests the privilege of buying heat and electricity from the College. The Treasurer recommended that the Trustees approve the request, provided the fraternity will pay all expenses of installation and a reasonable fee for the services as rendered. It was

Alpha Sigma Phi Fraternity

VOTED: To adopt the recommendation of the Treasurer.

The meeting adjourned at 2:15 P.M.

_____ Chairman

Robert D Hawley Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF JOINT COMMITTEES ON FARM AND EXPERIMENT STATION

Amherst, Mass., June 12, 1927

The meeting convened at 2:30 P.M., with Mr. Ellis presiding.

PRESENT: Trustees Ellis, Pollard, Gilbert, Mr. Kenney and Director Haskell were also present.

According to instructions from the Board of Trustees at the meeting on May 27, the Secretary presented to the Committee a report on the status of the use of college land by the State Department of Conservation together with recommendations by Director Haskell and Treasurer Kenney. This report follows:

Report on status of use of college land by the State Department of Conservation

Pursuant to instructions from the Board of Trustees, I am submitting herewith what data I have been able to collect referring to the status of the use of college land by the State Department of Conservation for its forest nursery, together with the recommendation of the Treasurer and Director of the Experiment Station.

The forest nursery was started on college land in 1906 when a committee of the Trustees authorized by the Board granted for its use a part of five acres, marked plot 3 on the accompanying map. The following is a history of subsequent action by the Trustees so far as we have record of them.

Vote taken from minutes of Committee on Farm and Horticulture on December 18, 1907. "To permit Prof. Rane temporarily to utilize for a forest nursery, the acre of land south of the present area."

Vote taken from minutes of Committee on Farm and Horticulture on March 13, 1908. "To confirm the arrangement with Prof. Rane for his use of the plot east of the present forest nursery for a similar purpose."

Vote taken from minutes of Committee on Farm and Horticulture on March 11, 1909. "To request Mr. Ellis to make temporary arrangement with the State Forester

for the use of not over two or three acres more on the college farm, situated to the west and south of the present nursery tract, to be used by the State Forester for a similar purpose."

Following is from the records of the Trustee Committee on Farm, meeting held March 12, 1925. "In connection with the special meeting of the Trustees held on this date, all members of the Farm Committee being present, an agreement was reached by the Committee to allow the State Department of Conservation to use for the purpose of extending its forest nurseries approximately 10 acres of land south of the present area, the Commission to be allowed to use this land for a period of five years, and if at the end of this five year period the Trustees desire to withdraw the land, the Commission will be allowed an extension of two years in which to move its plantings to another location."

At a subsequent meeting held on March 26, 1925, this action just quoted was partly modified as follows:

"Voted to grant the Department of Conservation two acres of land directly south of the present forest nursery for a period of three years. Also two acres northwest of the present nursery in the pasture of the Brooks land, making four acres this spring. It was further agreed to stump and drain five acres more directly to the west and northwest of the present forest nursery, so as to have a total of approximately 7 acres in this location ready for use in the spring of 1926, the Department of Conservation to pay the cost of preparation or, if they prefer, do the work. It is to be done subject to the approval of the college authorities or to be under a written contract approved by the College Treasurer."

The Department of Conservation is now using approximately five acres of Brooks' farm land marked plot 1 and plot 2 on the accompanying chart and the two acre plot marked 4 in addition to the original 5 acre plot III. The only contractual agreement, however, concerns the two-acre plot 4 under the terms of which this plot will be returned to the College in the spring of 1928.

In the meantime the College has cleared and is preparing for cultivation the plot marked 5 on this chart which is approximately of 10 acres.

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COMMITTEE

RECOMMENDATIONS

Recommendations

1. In view of the fact that the Experiment Station needs the land in plot 1 for experimental work and in view of the farm need for the land in plots 3 and 4 the college recommends a rearrangement by which the Department of Conservation may have the use of approximately two acres of the present 5 acre plot numbered 3 and the two more acres of the Brooks' farm east of plot 3 indicated by the dotted line, on the accompanying chart, and then whatever other land they may need in the northerly portion of plot 5.

2. It is also recommended that this land be granted to the State Department of Conservation outright with the definite understanding that they would not ask for further grants of leases from the College.

3. In view of the fact that College employees work nine hours per day it is further recommended that this grant be made conditional upon similar working provisions for the Forestry Staff. It is bound to cause considerable difficulty where different schedules are followed in adjoining farms.

It was the sentiment of the Committee that

Recommendation Number 2

recommendation Number 2 should read: "It is also recommended that this land should be leased to the State Department of Conservation for a period of ten years with the privilege of renewal and with the definite understanding that further leases from the College would not be asked."

No vote taken

Because of the small representation of the two committees at this meeting, no vote was taken. It was, however, expressed as the sentiment of the committee that the recommendations as modified should be submitted to the Board of Trustees recommending their adoption.

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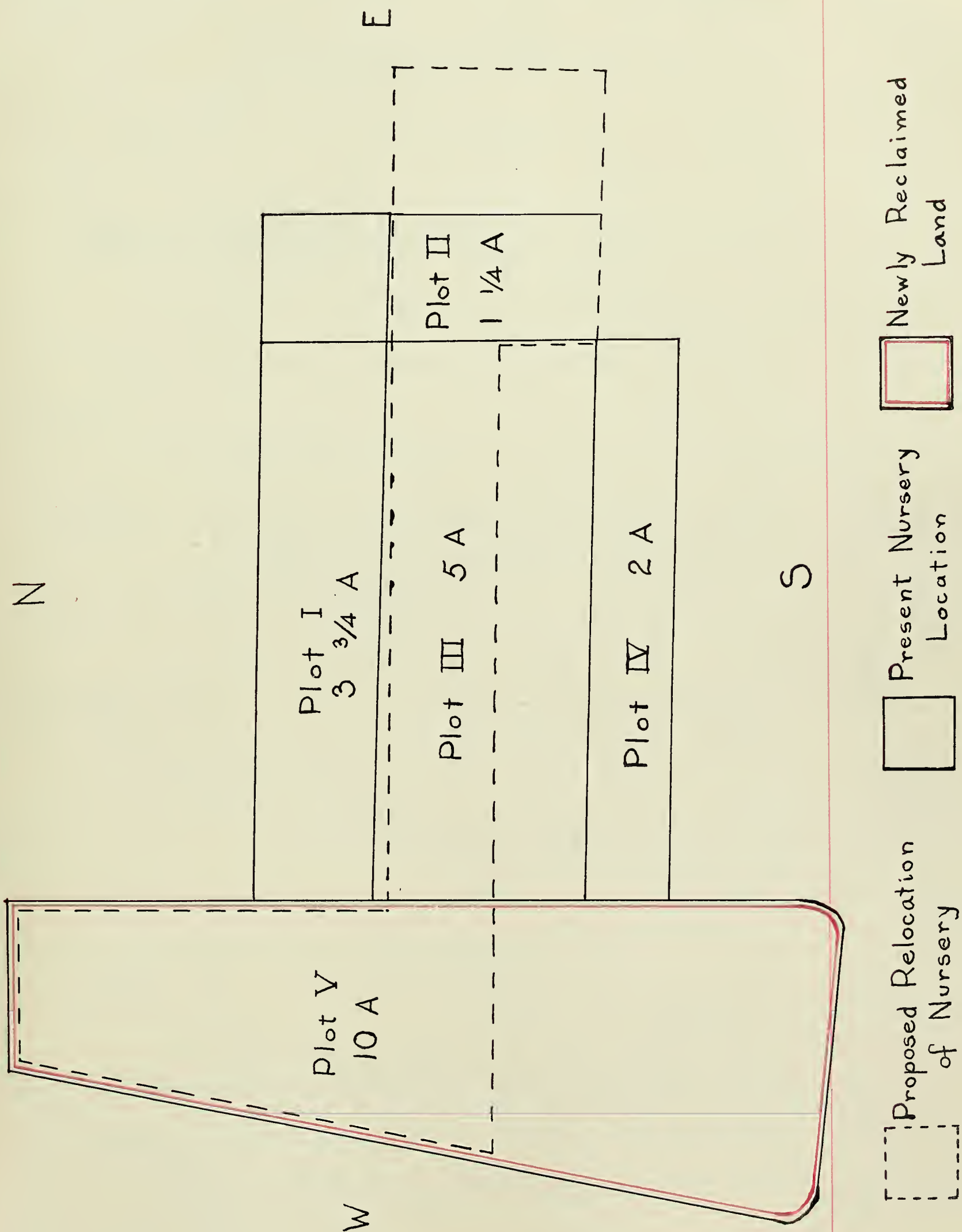

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The meeting adjourned at 3 P. M.

_____Chairman

Robert D Crawley
_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Amherst, Mass., July 27, 1927

The meeting convened at 12:30 P.M. with Chairman Ellis presiding.

PRESENT: Trustees Ellis, Gerrett, Wheeler, Chandler, President Lewis and Mr. Kenney.

The Committee dispensed with the reading of the call for the meeting and the minutes of the preceding meeting.

Upon the recommendation of the Treasurer, it was

VOTED: To approve the request of the Farm Department and to turn over to its control the land east of the Athletic Field, that this land may be drained and put into a productive condition.

Farm Department control of land east of Athletic Field

The Committee then discussed the use of college buildings by the Federal Forestry Experiment Station. The question was raised as to the advisability of continuing the contract by which the College houses this Federal agency. Professor Waugh was asked to meet with the Committee and he spoke in favor of continuing the present arrangement. It was moved and

Use of college buildings by Federal Forestry Experiment Station

VOTED: That no action be taken.

Treasurer Kenney then presented the request of the Farm Department for control of the land upon which the old Kappa Sigma House used to stand. The Farm Department wishes to remove the trees and turn this into a productive field. It was

Farm Department control of land, site of Old Kappa Sigma House

VOTED: That the request be granted but that the trees be removed only with the approval of Professor Waugh.

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Replacing steam line Microbiology Building

The Treasurer then explained the situation which had arisen in connection with the appropriation for replacing the steam line to the Microbiology Building. The College Engineer and the State Engineer on thorough inspection had discovered that by transferring the heating system of this building from a high pressure to a low pressure system, the old line would be serviceable. A very substantial saving in the cost of heat can be accomplished by such a transfer but considerable construction will be required in making the change, such to cost approximately $3500. The Treasurer explained that the Commission on Administration and Finance and the State Engineer were in favor of making the change and undertaking the construction. It had proven impossible, however, to transfer the appropriation from the specific object. The Treasurer, therefore, sought authority to expend out of current maintenance funds the amount necessary to make this construction, not to exceed $3500. He has an agreement with the Comptroller that, if the current maintenance budget cannot carry this additional expenditure, he will recommend to the Governor and Council that this amount be apportioned to the College out of the State Emergency Budget. With this understanding the Committee

VOTED: To authorize the Treasurer to undertake the necessary construction and pay for the same out of current maintenance budget, in an amount not to exceed $3500.

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COMMITTEE

The Committe then considered the budget for special appropriations for 1928. It was moved and

Special Appropriation for 1928

VOTED: That the first item on the list be Men's Dormitory, $150,000.

It was

VOTED: To include the following items in the budget for special appropriations for 1928. The order of sequence does not indicate importance except in the case of the first item:

| | | |
|---|---|---|
| 1. | Men's Dormitory | $150,000 |
| 2. | Veterinary Science | 30,000 |
| 3. | Q. T. V. Land | 12,000 |
| 4. | Cottage for Everson Family | 7,500 |
| 6. | Extension of Living Room at Abigail Adams Dormitory | 1,700 |
| 7. | Flint Laboratory tile | 4,000 |
| 8. | Two 5-car garages | 5,000 |
| 9. | Replace refrigeration in Fisher Lab. | 8,000 |
| 10. | Roads and walks | 11,000 |
| 11. | Farm Storage for Winter Vegetable Crop | 3,000 |
| 12. | New Steam Engine Equipment | 20,000 |
| 13. | Replace Steam Lines | 5,000 |
| 14. | House for Chief Engineer | 5,000 |
| 15. | Laboratory at Grounds Service Building | 1,100 |

It was

VOTED: That while the projects listed as follows are considered to be greatly needed, that action concerning them be deferred for 1927-1928.

| | | |
|---|---|---|
| 1. | Addition to Power Plant Building | $ 25,000 |
| 2. | Repairs on Harlow House | 2,500 |
| 3. | Horse Barn for Farm | 9,000 |
| 4. | Poultry Houses | 2,050 |
| 5. | Remodeling Clark Hall | 65,400 |
| 6. | Home Economics Building | 150,000 |
| 7. | New Dormitory for Women | |
| 8. | Abattoir | 12,530 |
| 9. | Gymnasium | 150,000 |
| 10. | Women's Gymnasium & Equipment | 16,400 |

There was discussion concerning the project for a new Horticultural Manufactures Building at $60,000

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New Horticultural Manufactures Building

and it was

VOTED: While the Committee considers this a very desirable project, it is deferring action with the hope that arrangements may be made through changes in building assignments, so that adequate quarters may be provided for this department without the inclusion of a special item in the budget.

The meeting adjourned at 3:30 P.M.

_____ Chairman

Robert D. Hawley Secretary

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COMMITTEE

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, Thursday, September 29, 1927

Indexed

The Committee convened at 12 M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Chairman Wheeler, Trustees Gilbert, Gannon, Dewey, Thatcher. Dean Machmer was also present.

Inauguration of President Thatcher

Dean Machmer described the tentative plans arranged by the faculty committee for the inauguration of President Thatcher and asked for the committee's opinion of these plans. It was

VOTED: To recommend to the Trustees the approval of plans already made and the appointment of a trustee committee of three to co-operate with the faculty committee in carrying on arrangements.

Resignations

The President reported the following resignations since the last report to the Trustees:

Edgar L. Ashley, Professor of French, August 31, 1927
Frederic R. Butler, Instructor in Chemistry, August 31, 1927
Raymond Halliday, Instructor in French, August 31, 1927
Ella Horsfall, Stenographer, Division of Horticulture, August 3, 1927
Clara L. Hubbard, Stenographer, President's Office, September 8, 1927
Edna Kahler, Bookkeeper, Treasurer's Office, July 18,1927
Mary F. Kent, Stenographer, Botany Department, August 23, 1927
Ruth Merrick, Clerk, Extension Service, July 9, 1927
Margaret E. Nagle, Stenographer, Dept. of Agricultural Economics, August 15, 1927
Alfred Nicholson, Instructor in English, August 31, 1927
Doris S. Pierce, Stenographer, Dept. of Poultry Husbandry, September 7, 1927
Esther M. Post, Stenographer, Dept. of Poultry Husbandry, July 31, 1927
Mrs. Leila Prescott, Analyst, Poultry Disease Elimination, August 31, 1927
Eleanor Rowell, Stenographer, Animal and Dairy Husbandry, August 20, 1927

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Donald W. Sawtelle, Assistant Professor of Agricultural Economics, September 30, 1927
Nellie Thompson, Bookkeeper, Treasurer's Office, August 24, 1927
Richard W. Smith, Jr., Assistant Professor of Dairying, August 31, 1927
Ethelyn D. Streeter, Clerk, Division of Horticulture, September 17, 1927
Paul W. Viets, Supervisor of Placement Training, October 31, 1927
Mildred T. Walsh, Clerk, Division of Agriculture, September 30, 1927
Ethel M. Wood, Stenographer, Agronomy Department, September 19, 1927

DEATH

Amy H. Hamilton, Stenographer, Department of Agricultural Education, September 23, 1927 Death

It was

VOTED: That these be reported to the Board of Trustees for record.

The President reported appointments to the staff made since the last report to the Trustees:

Paul B. Anderson, Instructor in English, September 1, 1927, $1,800
Elizabeth M. Boguslawski, Stenographer, Library, August 16, 1927, $960 Appointments
Alma J. Bridgman, Stenographer, Extension Service, August 22, 1927, $900
Lawrence E. Briggs, Instructor in Physical Education, September 1, 1927, $1,200
Agnes Brownell, Stenographer, Dept. of Poultry Husbandry, August 23, 1927, $840
Della E. Brownell, Stenographer, Departments of Poultry Husbandry and Agricultural Engineering, August 15, 1927, $900
Calton O. Cartwright, Instructor in Horticultural Manufactures, July 5, 1927, $1,620
Miriam K. Clarke, Analyst, Control Service, September 1, 1927, $960
Clarence C. Combs, Assistant Professor of Landscape Gardening, September 1, 1927, $2,400
Loretta L. Cook, Stenographer, Department of Poultry Husbandry, July 25, 1927, $1,020
Frederick M. Cutler, Assistant Professor of Rural Sociology, September 1, 1927, $2,700
Virginia R. Dufresne, Laboratory Assistant, Department of Agricultural Economics, July 1, 1927, $1,020

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Delmont T. Dunbar, Instructor in French, September 1, 1927, $2,040
Stowell C. Goding, Instructor in French, September 1, 1927, $2,040
Francis P. Griffiths, Investigator in Horticultural Manufactures, September 1, 1927, $1,620
Mrs. Sally R. Hilyard, Stenographer, President's Office, September 1, 1927, $960
W. S. Hinegardner, Instructor in Chemistry, September 1, 1927, $1,920
William R. Hinshaw, Specialist, Poultry Disease Elimination, July 21, 1927, $3,000
Elizabeth F. Hopkins, Analyst, Seed Control, September 1, 1927, $2,500
Esther H. Hubbard, Stenographer, President's Office, September 1, 1927, $840
John W. Kuzmeski, Analyst, Control Service, June 4, 1927, $1,520
Harry G. Lindquist, Instructor in Dairying, September 14, 1927, $2,100
Dorothy I. Packard, Stenographer, Extension Service, September 16, 1927, $840
Harold B. Rowe, Extension Specialist in Agricultural Economics, September 1, 1927, $3,500
Kenneth A. Salman, Instructor in Entomology, September 1, 1927, $1,200
Ellmore F. Sanders, Assistant Specialist, Poultry Disease Elimination Law, September 15, 1927, $2,000
Moses E. Snell, Investigator in Agronomy, September 1, 1927, $1,560
Elizabeth Streeter, Stenographer, Dept. of Dairying and Animal Husbandry, August 22, 1927, $780
Nellie Thompson, Bookkeeper, Treasurer's Office, August 6, 1927, $960
Carroll A. Towne, Instructor in Horticulture, September 1, 1927, $2,040
Marion Woodbury, Stenographer, Division of Horticulture, June 21, 1927, $780

TRANSFERS AND PROMOTIONS

Transfers and Promotions

Mildred C. Howard, Chief Clerk, Extension Service, September 1, 1927, $1,200. Promoted from Clerk, Extension Service.
Merrill J. Mack, Assistant Professor of Dairying, September 1, 1927, $2,340. Promoted from Instructor, Dairying.
Ora E. Rouleau, Chief Clerk, Division of Horticulture, September 17, 1927, $1,200. Promoted from Clerk, Division of Horticulture.
Mildred E. Tabor, Stenographer, Department of Agricultural Economics, August 15, 1927, $960. Transferred from Stenographer, Departments of Poultry Husbandry and Agricultural Engineering.

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Hubert W. Yount, Assistant Professor of Agricultural Economics, October 1, 1927, $2,940. Transferred from Assistant Research Professor of Agricultural Economics.

It was

VOTED: To recommend to the Board of Trustees the approval of these appointments.

The President nominated Mr. E. E. Grayson to succeed Mr. Viets as Supervisor of Placement Training and it was

Supervisor of Placement Training

VOTED: To recommend to the Trustees the approval of this nomination.

The President recommended that the Trustees establish the title of "Emeritus" rank for retired professors, such a rank to be conferred without reference to retirement pay of any sort upon those retired professors whom the Trustees may approve as being eligible to receive it.

"Emeritus" rank

It was

VOTED: To recommend to the Board of Trustees the establishment of such a rank.

The President presented terms of employment for the professional staff as follows:

Terms of Employment for Professional Staff

1. An appointment to a salaried position at this Institution is authoritative only when confirmed in writing by the President of the College and according to the terms specified in such confirmation.

2. Appointments to grades below that of associate professor are for one year. They will be renewed so long as service in and to the Institution continues mutually satisfactory. Those for the grades of associate professor and professor are for three years in the first instance and permanent thereafter so long as service in and to the Institution continues mutually satisfactory.

3. Salaries are paid in twelve equal installments on the first of each month for the preceding month.

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4. Vacation is allowed according to the specification in the President's appointing memorandum. If a member of the professional staff resigns prior to the termination of a normal year's service, no salary will be paid beyond the period of actual service rendered.

5. Resignations should be addressed and sent to the President, being transmitted through the department head and division head and in the case of the Extension Service, Experiment Station and Short Course Department employees through the Director. They should allow ample time before becoming effective for the College to find a suitable person to fill the position.

It was

VOTED: To recommend the approval of these terms of employment to the Board of Trustees.

Graduate Courses in Dairying

The President presented to the committee the recommendation of the faculty of the Graduate School that graduate courses in Dairying leading to the degree Master of Science be approved.

It was

VOTED: To recommend the approval of such courses to the Board of Trustees.

The meeting adjourned at 1:30 P.M.

_____ Chairman

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXPERIMENT DEPARTMENT

Cranberry Station, East Wareham, August 23, 1927

Indexed

The meeting convened at 10 A.M. as per the call duly issued by the President's Office.

PRESENT: Trustee Frost and Director Haskell

The Committee inspected the buildings erected to replace those lost by fire, and approved the same.

Protection from Trespass

Trustee Frost raised the question of protection of the Cranberry Station from trespass incident to the irregular nature of its boundary; and of protection of abutters from trespass by the Station. He pointed out that one-third of the cars present at the annual Field Day of the Cape Cod Cranberry Growers' Association were of necessity parked on land which did not belong to the State; and that a part of the sand being used from time to time in sanding the bog was being taken from the land of abutters. It was

Purchase of land

VOTED: That the Experiment Station Trustee Committee recommend to the full Board that in the budget prepared for the 1928 legislative session an item of $600 be included to care for the purchase of certain adjacent parcels of land in order that the boundary may be straightened.

Conference with a representative of the Rogers Estate was held, at which time the representative said

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that he was very sure the land could purchased for the amount in question.

_____ Chairman

Sidney B. Haskell Secretary Pro Tem

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXPERIMENT DEPARTMENT

Indexed

Boston City Club, September 29, 1927

The meeting convened at 2:00 P.M. with Chairman Preston presiding.

PRESENT: Trustees Preston, Pollard, Gilbert, Frost, Thatcher. Director Haskell was also present.

Director Haskell presented the budget for the Experiment Station for the fiscal year 1928. The total appropriation requested from State funds by this budget is $98,200. It was

Budget for 1928

VOTED: To recommend to the Trustees through the Finance Committee approval of the budget.

Director Haskell presented the budget for Control Service totalling $44,300. It was

Control Service Budget, 1928

VOTED: To recommend to the Trustees through the Finance Committee approval of this budget.

Director Haskell presented a project for the establishment of a new position of Pathologist to make animal diagnoses as a service to farmers of the State. Salary recommended is $2,520. The plan involves a charge for all service rendered so that the work ought to be self-supporting.

New Position Pathologist

It was

VOTED: To recommend to the Trustees through the Finance Committee the approval of this project and the addition to the budget of an amount sufficient to carry it.

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New Position Bacteriologist

Director Haskell recommended a project for the establishment of a new position, Bacteriologist, which would have charge of the manufacture of legume inocula, bacteriological examination of water, milk, and animal feed, and occasionally human food as far as specific products of the farm are concerned, and to assist in other miscellaneous bacteriological work. This project calls for a charge for service rendered with the idea that the project will eventually be self-supporting. The salary recommended is $2,400 and maintenance cost $300 per year. It was

> VOTED: To recommend to the Board of Trustees through the Finance Committee approval of this project and the addition to the budget of funds sufficient to carry it.

Purnell Budget laid on table

Upon the recommendation of the Director the Purnell budget was laid on the table until the spring meeting of the committee.

Special Appropriation Purchase of Land at Cranberry Station

Mr. Frost recommended that an item of $800 be added to the budget for special appropriation for the purpose of purchasing land at the Cranberry Field Station to make a needed addition there and to straighten the boundary. It was

> VOTED: To recommend to the Committee on Buildings and Arrangement of Grounds that an item of $800 be added to the budget of special appropriation for the purpose of purchasing land at the Cranberry Field Station.

The meeting adjourned at 3:10 P.M.

_____ Chairman

Robert D. Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF JOINT COMMITTEES ON FARM AND EXPERIMENT STATION

Boston City Club, September 29, 1927

Indexed

The meeting convened at 3:00 P.M. Trustee Preston was named chairman.

PRESENT: Trustees Preston, Frost, Pollard, Gerrett, Ellis, Gilbert, Bowditch, Richardson, Thatcher. Director Haskell and Treasurer Kenney were also present.

Lease of College Land for Forestry Nursery

Director Haskell presented recommendations for the lease of college land to the State Department of Conservation for a forest nursery, these being the recommendations presented at the meetings of the joint committees in June when no action was taken because of the lack of a quorum. The Director explained that no agreement had been reached with the Department of Conservation. After discussion, it was

VOTED: To lay the recommendation on the table.

It was

VOTED: That President Thatcher, Treasurer Kenney, and Director Haskell be constituted a committee to meet with a representative from the Department of Conservation to see if an agreement could be reached which would be mutually satisfactory and if so, to present such an agreement to the Trustees for ratification.

The Department of Conservation employs men at the forest nursery on the basis of eight hours per day whereas the College Farm employees work nine hours per day. It was left to the committee named to try to

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arrange for an adjustment which would overcome the difficulties of this situation.

The meeting adjourned at 3:30 P.M.

_____ Chairman

Robert D Hawley _____ Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXTENSION SERVICE

Indexed

Boston City Club, September 29, 1927

The meeting convened at 4:30 P.M. with the Chairman, Mr. Nathaniel I. Bowditch, presiding.

PRESENT: Trustees Bowditch, Frost, Pollard, Ellis, Thatcher. Director Munson was also present.

Director Munson presented the budget for the Extension Service for the year 1928 which involves a state appropriation of $96,841. After inspection of the items of the budget it was

Budget for 1928

VOTED: To recommend its adoption to the Trustees through the Finance Committee.

The meeting adjourned at 5:20 P.M.

_____ Chairman

Robert D. Hawley Secretary

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

Boston City Club, September 29, 1927

Indexed

The meeting convened at 6:00 P.M. Trustee Ellis was named Acting Chairman.

PRESENT: Trustees Ellis, Pollard, Bowditch, Richardson, Thatcher. Mr. Kenney was also present.

Rules to Govern Tuition Charges

The President recommended the adoption of the following rules to govern tuition charges:

Tuition for students attending the Massachusetts Agricultural College shall be received for all collegiate work including all special, two-year and four-year students. No tuition shall be charged students in the Graduate School.

Students who reside within the Commonwealth of Massachusetts and having legal residence therein shall pay a tuition fee of $60.00 per year or $20.00 per term. Students who are not residents of the Commonwealth of Massachusetts shall pay a tuition fee of $180.00 per year or $60.00 per term.

For purposes of determination of applicability of the state tuition privilege, residents of the State are:

1. Children of citizens having the voting privilege in the Commonwealth.

2. Wards of a guardian who is a legal resident and voter in the Commonwealth.

3. Wards of the Commonwealth under the Department of Public Welfare.

4. Adults of legal age who have been residents of the Commonwealth for at least one year prior to the date of entrance to the College. No student can gain or lose legal residence within the State while attending the College.

It was

VOTED: To recommend to the Board of Trustees the adoption of these rules.

The Treasurer explained a project for the installation of a central telephone exchange at the college at an estimated cost of $290.

Central Telephone Exchange

It was

VOTED: To authorize the Treasurer to enter into a contract with the telephone company to install such an exchange.

The Treasurer asked for authority to expend funds in connection with the inauguration of President Thatcher. He estimated the total necessary to be $500.

Inauguration of President Thatcher

It was

VOTED: To authorize the expenditure of sufficient funds to cover the necessary expenses involved in the inauguration exercises.

It was

VOTED: To authorize the expenditure of money from the Sessions Fund sufficient to pay for the non-resident membership of President Thatcher in the Boston City Club.

Membership of Pres. Thatcher in Boston City Club

Upon the recommendation of the Treasurer, it was

VOTED: To use the rights accruing to the college and purchase stock represented by them in the New York Central Railroad.

Purchase of N.Y. Central Railroad stock

President Thatcher presented the budget for 1928 including the recommendations of other Trustee Committees insofar as they had passed upon it and totalling for current expenses for the next fiscal year $992,419. The committee studied the various items of the budget. Question was raised as to the advisability of continuing the Winter School.

Budget for 1928

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Continuation of Winter School

It was

VOTED: To authorize the President to discontinue the Winter School if this seems wise after investigation of its value.

Market Garden Field Station Clerical Position

The procedure was questioned in the case of the Market Garden Field Station clerical position which is included in the labor item. The President was authorized to transfer this clerical item to the Extension Service budget as a new position.

It was

VOTED: To recommend the approval of the budget, subject to modification by the President which will bring the total requirement for 1928 to not more than $50,000 above the current appropriation.

The meeting adjourned at 8:00 P.M.

_____ Chairman

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

BUILDINGS AND ARRANGEMENT OF GROUNDS

Indexed

Boston City Club, September 30, 1927

The meeting convened at 9:45 A.M.

PRESENT: Trustees Wheeler, Gerrett, Thatcher. Treasurer Kenney was also present.

Upon the recommendation of the President, it was

VOTED: To increase the item in the budget for special appropriation, addition to Veterinary Science Laboratory, from $30,000 to $40,000.

Addition to Vet. Science Laboratory

Upon the recommendation of the Trustee Committee on Experiment Station, it was

VOTED: To include an item in the budget for special appropriation of $800 for the purchase of additional land at the Cranberry Field Station.

Purchase of Land at Cranberry Field Station

It was

VOTED: To recommend to the Trustees the payment of $400 rental for the plot of land owned by the Q.T.V. corporation and used by the College for several years. This rental to be for a period of three years terminating in 1928, with the understanding that should the College purchase this land in the meantime no refund will be made from this rental price.

Rental of Q.T.V. Land

There was discussion relative to the purchase of the Q.T.V. land. The Treasurer stated that he felt a better price could be secured if a committee of the Trustees should meet with responsible officers of the corporation. It was, therefore,

Purchase of Q.T.V. Land

VOTED: To name the following special committee to negotiate with the representatives of the Q.T.V. corporation: President Thatcher, Trustee Gerrett, Treasurer Kenney.

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It was suggested that Senator Pond be invited to participate in these negotiations.

Upon the recommendation of the Treasurer, it was

Two-car Garage for Farm

VOTED: To approve the construction of a two-car garage for the Farm out of current maintenance funds at a cost of approximately $547. provided these funds are available in the current maintenance appropriation.

The meeting adjourned at 10:00 A.M.

_____ Chairman

Robert D. Hawley Secretary

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON HORTICULTURE

INDEXED

Bellevue Hotel, Boston, Mass., January 5, 1928

The meeting convened at 9:30 a.m. with Chairman Frost presiding.

PRESENT: Trustees Frost, Clark, Chandler, President Thatcher.

Professor Waugh submitted a comprehensive report of the year's work of the Division of Horticulture and it was

Report of Division of Horticulture

VOTED: To accept the report.

There was discussion concerning the use of space in French Hall for the Northeastern Forestry Experiment Station. It seemed to be the sense of the committee that the college was being well repaid for allowing the use of this building by this Federal organization and that possibilities of greater contribution to the college are inherent in the relationship.

Use of French Hall for the Northeastern Forestry Exp. Station

There was also discussion of the plan of the Trustee Committee on Buildings and Arrangement of Grounds by which the present Physics Laboratory may eventually be turned over to the use of the Department of Horticultural Manufactures. It seemed to be the sense of the committee that, while a new building constructed especially for the department would be much more desirable, this plan should be given further consideration.

Use of Physics Lab. for Hort. Man.

The President asked the Committee if it felt that the college would be justified in further developing work of the Department of Landscape Gardening as needs

Development of Dept. of Land. Gard.

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seem to indicate. It was the sense of the committee that such development would be justifiable as a part of an agricultural college program.

The meeting adjourned at 10:30 a.m.

_____ Chairman

Robert D. Hawley Secretary

COMMITTEE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXTENSION SERVICE

INDEXED

Bellevue Hotel, Boston, Mass., January 5, 1928

The meeting convened at 10:30 a.m. with Trustee Chandler presiding.

PRESENT: Trustees Chandler, Arnold, Ellis, Bowditch, Gannon, Dewey, Frost, President Thatcher.

Director Munson reported the activities of the Extension Service for the past year and it was

Report of Director

VOTED: To accept the report of the Director.

The President asked the opinion of the committee as to whether or not county agents should be listed in the catalogue as members of the staff of the college. It was

County Agents listed in catalogue

VOTED: That county extension service agents be listed in the catalogue under a separate heading as members of the staff of the college.

The committee approved in principle the travel on Federal funds to conferences in other states.

Travel on Federal Funds

The meeting adjourned at 11:30 a.m.

_____ CHAIRMAN

Robert D Hawley SECRETARY

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

BUILDINGS AND ARRANGEMENT OF GROUNDS

Bellevue Hotel, Boston, Mass., January 5, 1928

The meeting convened at 11:30 a.m. with Chairman Ellis presiding.

PRESENT: Trustees Ellis, Clark, Wheeler, Gerrett, President Thatcher, Treasurer Kenney. An Alumni Committee consisting of Messrs. Parker, Whitmore, and Hicks was also present.

Alumni Plan for Physical Education Building

The Alumni Committee proposed a plan regarding the erection of a physical education building as follows:

1. That a Physical Education Building similar to the sketch presented be erected on the grounds of the Massachusetts Agricultural College on Lincoln Avenue convenient to the Alumni Field, the cost of which is estimated as follows:

| | App. cost |
|---|---|
| Dirt Floor Cage or Practice Hall | $175,000 |
| Locker and Dressing Room Wing | 55,000 |
| Front Central Section | 55,000 |
| Swimming Pool Wing | 90,000 |
| Total cost (app.) | $375,000 |

2. That the campaign for funds to finance the erection of at least one or more units of this building shall be administered by a joint committee of alumni and trustees.

This committee will solicit alumni and others who may be possible contributors.

This committee will also present the project to state officers from time to time with the object of building up among appropriating bodies a sentiment in favor of state support.

3. That this drive for funds have the financing of the dirt floor cage as its first objective and that other units be erected in whatever order the committee and the Trustees decide advisable when funds become available.

4. That there be an agreement between the Trustees of the College and the Associate Alumni of M.A.C. guaranteeing that they (the Trustees) shall accept the building or any unit thereof immediately upon completion and make suitable provision for its required equipment and maintenance without further liability to the donors.

5. That the Trustees shall furnish architects' plans for the building, if this can be arranged through legal channels.

If not, the Associate Alumni of M.A.C. shall solicit funds from alumni and friends of the College and upon the receipt of $15,000 in cash shall engage an architect to furnish plans for the building.

6. That the College shall assist in the campaign for funds for the Physical Education Building by contributing towards traveling expenses of those engaged in the work, clerical assistance, and publicity material to the extent that this seems possible and advisable to the President.

7. In order that there shall be no question as to plans and specifications of any or all units of the Physical Education Building the plans for the whole project shall be accepted by the alumni, the trustees and any other interested parties before any construction is begun.

8. That as soon as plans for the building have been completed and approved by the Associate Alumni of M.A.C. and the Trustees of the College, and sufficient funds and pledges have been received, and arrangements made for a loan to finance the erection of the first unit of the building, bids shall be secured from contractors for the erection of that unit.

The discussion of the plan brought out the fact that the authority of the Trustees is limited and that any action upon this plan would be subject to the limitations of the authority of the Board. It was subsequently

VOTED: To approve the plan and recommend its acceptance to the Board of Trustees.

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It was

VOTED: To recommend to the Board of Trustees that two Trustees be appointed to serve with the Alumni Committee on this project.

The meeting adjourned at 1:30 p.m.

_____ Vice President
Chairman

Robert D. Hawley _____ Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FARM

INDEXED

Bellevue Hotel, Boston, Mass., January 5, 1928

The meeting convened at 1:30p.m. with Chairman Bowditch presiding.

PRESENT: Trustees Bowditch, Gerrett, Ellis, Richardson, President Thatcher, Treasurer Kenney, Prof. Montague.

Report for the Farm

Professor Montague submitted a report for the Farm for the past year. This report included several recommendations for the current year as follows:

1. That the Farm be allowed $5,000 in 1928 for replacements, $567.04 to be used for the purchase of tile and to pay the balance due on Shorthorn bull, and the balance, or $4,432.96, to be used for the erection of a horse barn as specified to the committee.

2. It was recommended that the conservative program for abortion eradication work be continued.

Recommendations for Current Year

3. It was recommended that the College Farm exhibit in competition, horses, sheep, and only such cattle as are offered for sale at the 1928 Eastern States Exposition. It was also recommended that an educational exhibit showing the same types and classes of livestock as shown at Eastern States Exposition be arranged through the Extension Service for the Worcester and Great Barrington fairs provided they wish such exhibits.

4. It was recommended that the College enter into an agreement with the Synthetic Nitrogen Products Corporation of New York to conduct a demonstration of the so-

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called Hohenheim system of pasture management as specified in the report.

After discussion, it was

VOTED: To accept the report and adopt the recommendations.

Gift of Holstein Cattle for Vermont State Hospital

Mr. Montague proposed that the College present to the Vermont State Hospital three Holstein cattle in appreciation of the losses suffered by that institution in the recent New England flood. It was pointed out in the discussion that it may prove impossible for this state institution to make such a gift because of legal restrictions. It was

VOTED: To present three Holstein cattle to the Vermont State Hospital provided such a gift is legally authorized and if it is not, to sell them to the hospital for $1.00 each.

The meeting adjourned at 2:35 p.m.

_____ Chairman

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

INDEXED

Bellevue Hotel, Boston, January 5, 1928

The meeting convened at 2:45 p.m. with Chairman Clark presiding.

PRESENT: Trustees Clark, Bowditch, Wheeler, Ellis, Richardson, President Thatcher, Treasurer Kenney.

The Treasurer rendered the annual financial report of the institution. It was

Treasurer's Annual Report

VOTED: That the Treasurer's report be accepted and printed.

The Investment Committee recommended the following purchases: $2,000 in bonds of the Prudence Company, first mortgage collateral 5½%. $5,000 Indiana Water Works Security Company 5%. $5,000 Florida Power and Light, first mortgage bond 5%. This capital is derived as follows: $5,000 from the sale of United States Liberty Bonds, called; $5,000 from the Barber bequest; and $2,000 from the sale of Electric Security Company bonds. It was

Recommendations of Investment Committee

VOTED: To approve the recommendations of the Investment Committee.

The Committee approved the recommendation of the President that income from scholarship funds be largely used as $60 loans and grants to cover tuition charges.

Scholarship Loans

It was

VOTED: To authorize the Treasurer to change the rate of interest on scholarship loans to students to 4%, effective in the next college year.

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The meeting adjourned at 3:30 p.m.

_____ Chairman

Robert D Crawley Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON FINANCE

Hotel Bellevue, Boston, February 9, 1928

The meeting convened at 11:00 a.m. with Chairman Clark presiding.

PRESENT: Trustees Clark, Gerrett, Richardson, Wheeler, Ellis, President Thatcher, Treasurer Kenney.

President Thatcher presented to the Committee a proposal for group insurance for college employees, according to the terms of which employees would contribute toward the cost at the rate of sixty-five cents per thousand per month and the College would pay the difference between this amount and the cost, which would not be more than $4.00 per thousand per year. $7.80 per year per thousand is the maximum which employees can pay under this plan according to the law. It is estimated that dividends from this insurance would pay the institutional cost after the first year and the Treasurer has estimated that the cost of the first year would not exceed $1,900.

Group Insurance

The President suggested that if the Trustees approve the proposal in general, it might be possible to finance it from trust funds available for such use or that the Legislature might be petitioned for authority to use state funds for this purpose. After thorough discussion, it was

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VOTED: To approve the plan for group insurance subject to the advice of the State Insurance Commissioner and to recommend the plan to the Board of Trustees with the understanding that its cost shall be paid out of such trust funds as are available for such use and that dividends which may accrue shall be applied to replenish such funds.

The meeting adjourned at 11:30 a.m.

_____ Chairman

Robert D. Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF TRUSTEE COMITTEE ON HORTICULTURE

President's Office, Amherst, May 4, 1928

The meeting convened at 2:00 p.m. with Chairman Frost presiding.

PRESENT: Trustees Frost, Clark, Ellis, President Thatcher. Professor Waugh was also present.

Five Year Course in Landscape Architecture

At President Thatcher's suggestion, Professor Waugh explained his proposal for a five year course in Landscape Architecture. He believes that such a course is necessary to strengthen the present course in Landscape Gardening. Such a course would require another instructor, more room, and some additional equipment. After discussion it was moved and

VOTED: That a five year course in Landscape Architecture be recommended to the Board thru the Trustee Committee on Course of Study.

Horticultural Manufactures Building

President Thatcher introduced, for discussion, the subject of the need of the Department of Horticultural Manufactures for a new building. He explained that the present building program will not take care of the Department of Horticultural Manufactures by the adjustments which had been expected by the Buildings and Grounds Committee. It was

VOTED: To recommend to the Board of Trustees, through the Trustee Committee on Buildings and Arrangement of Grounds, that the Horticultural Manufactures Building be restored to the building program of the College.

The meeting adjourned at 3:00 p.m.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

INDEXED

President's Office, Amherst, May 4, 1928

The meeting convened at 3:00 p.m. with Chairman Ellis presiding.

PRESENT: Trustees Ellis, Gerrett, Wheeler, Bacon, Clark, Frost, President Thatcher. Mr. Kenney was also present.

Q.T.V. LAND

The purchase of the Q.T.V. land was reported by the Treasurer and it was

VOTED: To confirm this purchase.

Upon the recommendation of the Treasurer, the following action was taken in regard to special appropriations included in the current budget. It was

Construction of farm cottage

VOTED: To authorize the construction of the farm cottage at a cost not to exceed $7,500, according to plans submitted by the Treasurer.

It was

Installation of new refrigeration system

VOTED: To authorize the installation of a new refrigeration system and certain other changes at Fisher Laboratory, at a cost not to exceed $8,000.

It was

Steam Engine

VOTED: To authorize the purchase of steam engine equipment at a cost of $8,000.

It was

Cranberry Station

VOTED: To authorize the purchase of land at the Cranberry Station at a cost of $800.

Paige Laboratory

Mr. Kitchie, architect, presented plans for an addition to Paige Laboratory, to house the Department of Bacteriology and Physiology, at a cost not to exceed $40,000. This was in accordance with an appropriation made as a special item.

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It was

VOTED: To accept the plan and recommend adoption to the Board of Trustees.

Girls' Gymnasium

The President recommended that the present Drill Hall be used as a Girls' Gymnasium when the new Physical Education Building becomes available for men. It was

VOTED: To adopt the recommendation.

Horticultural Manufactures

The recommendation of the Committee on Horticulture, that the item for a Horticultural Manufactures building be restored to the building program of the College, was received and filed for consideration at the time the building program for the year will be planned.

Abattoir

The proposal of the Department of Animal and Dairy Husbandry for the building of an abattoir to cost $10,000 was accepted for consideration in connection with the building program.

Plans for horse barn

The Treasurer was authorized to submit to administrative authorities at the State House plans for the construction of a horse barn out of Replacement Funds.

After inspection, the Committee approved the location of the farm cottage and the horse barn as recommended by the Treasurer.

The meeting adjourned at 5:00 p.m.

_____ Chairman

Robert D Hawley Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON COURSE OF STUDY AND FACULTY

President's Office, Amherst, May 5, 1928

The meeting convened at 9:00 a.m. with Chairman Mr. Wheeler, presiding.

PRESENT: Trustees Wheeler, Dewey, Bacon, President Thatcher.

The President reported ad interim appointments and resignations as follows:

Resignations

Resignations

Mrs. Nan L. Kelly, Junior Library Assistant, March 3, 1928
Julia F. Kittredge, Clerk, Treasurer's Office, March 31, 1928
Elsie E. Nickerson, Technical Assistant, Home Economics, April 30, 1928
Betty Porter, Stenographer, President's Office, April 14, 1928

Appointments

Appointments

Alice J. Alley, Stenographer, President's Office, $960, April 23, 1928
Rena L. Barton, Stenographer, Division of Horticulture, $960, March 28, 1928
Annie V. Bentley, Clerk, Treasurer's Office, $960, March 21, 1928
Joan L. Cooke, Junior Library Assistant, $1,200, April 1, 1928
Kenneth E. Wright, Assistant Research Professor of Dairying, $2,700, May 1, 1928

Promotion

Promotion

S. C. Hubbard, Assistant Professor of Floriculture, $2,220, April 1, 1928, from Foreman, Department of Floriculture

It was

VOTED: To approve these changes.

Honor Courses

The President described the proposal for the establishment of honor courses open to the fifteen Seniors ranking highest in scholarship at the end of their Junior

year. These courses, not exceeding three in number and nine points in credit, will be selected by the students themselves from the offerings of the College or available instruction outside. The President recommended approval of the proposal, and it was

VOTED: To approve the recommendation.

Major Group Elections

The action of the Faculty Committee on Course of Study recommending change from departmental to major group elections, was explained by the President. It was

VOTED: To recommend to the Trustees approval of the recommendation of the Faculty Committee.

Explanation was made of the further action of the Faculty Committee on Course of Study regarding general and special requirements for graduation, and it was

VOTED: To recommend approval of this recommendation of the Faculty to the Board of Trustees.

Five Year Course in Landscape Architecture

The Committee received the recommendation of the Trustee Committee on Horticulture, that a five year course in Landscape Architecture leading to the degree of Bachelor of Landscape Architecture be established and

VOTED: To recommend to the Trustees approval of this proposal.

The meeting adjourned at 10:00 a.m.

_____ Chairman

Robert D. Hawley Secretary

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston, Mass., July 12, 1928

The meeting convened at 12:00 m. In the absence of Trustee Ellis, Trustee Wheeler was appointed acting-chairman.

PRESENT: Trustees Wheeler, Clark, Gerrett, Preston, Thatcher. Treasurer Kenney was also present.

The minutes of the preceding meeting were read by the Secretary. The Committee undertook the consideration of a budget for special appropriations for the ensuing year. In accordance with previous action taken by the Board of Trustees it was

Horticultural Manufactures and men's dormitory

VOTED: That the first item in this budget be a building for Horticultural Manufactures at an estimated cost of $70,000 and that the second item be a men's dormitory at $150,000.

It was

Abattoir

VOTED: That an abattoir for Animal Husbandry at $14,000 should be item number three.

It was

Special Appropriations 1929

VOTED: That the following four items, included in last year's request and not granted, should be included in this year's budget.

| | |
|---|---|
| Tiling in Dairy building | $4,000 |
| Farm storage for vegetables | 3,000 |
| Two six-car garages | 5,000 |
| House for engineer | 7,500 |

It was

Roads

VOTED: That an item of $10,000 be included for roads.

It was

Cement walks

VOTED: That an item of $3,000 be included for cement walks.

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It was

VOTED: That an item of $2,000 be included for an automatic scale at the Power Plant. — Automatic scale

It was

VOTED: That an item of $2,050 be included for a new poultry house and hot water brooder. — Poultry house

It was

VOTED: That an item be included for making the Library fireproof at a cost not to exceed $20,000. — Library

There was discussion of the proposal to enlarge the Library and the President was asked to investigate the need for such addition.

The meeting adjourned at 2:30 p.m.

_____ Acting-Chairman

Robert D. Crawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON FACULTY AND PROGRAM OF STUDY

Boston, Massachusetts, September 27, 1928

The meeting convened at 12 m. with Chairman Wheeler presiding.

PRESENT: Trustees Wheeler, Arnold, Bacon, Dewey, Gilbert, Gannon, Thatcher.

President Thatcher announced the following changes in the staff since the last meeting of the Board of Trustees:

Resignations

Resignations

A. Vida Bentley, Junior Clerk, Treasurer's Office, September 15, 1928
Alma J. Bridgman, Stenographer, Extension Service, July 7, 1928
John P. Helyar, Extension Specialist in Agronomy, September 30, 1928
W. S. Hinegardner, Instructor in Chemistry, September 30, 1928
Mrs. Marie B. Marsh, Matron, Women's Dormitory, June 30, 1928
G. W. Truesdell, Junior Clerk, Extension Service, August 31, 1928

Appointments

Appointments

Cornelia B. Church, Laboratory Assistant, July 1, 1928, $1,200
Helen E. Loane, Assistant State Leader of Home Economics Clubs, September 1, 1928, $2,220
Beatrice E. Dolloff, Junior Clerk, Treasurer's Office, September 7, 1928, $960
Glen L. Dunlap, Assistant Veterinary Pathologist, June 15, 1928, $2,400
Ralph L. France, Assistant Bacteriologist, July 1, 1928, $2,400
James E. Fuller, Assistant Research Professor of Bacteriology, July 1, 1928, $2,400
Maxwell H. Goldberg, Instructor in English, September 1, 1928, $1,000, for three-fourths time.
Mrs. Julia M. Howes, Junior Clerk, Extension Service, September 1, 1928, $960
Harold R. Knudsen, Instructor in Agronomy, September 1, 1928, $1,080 for two-thirds time.

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Harley A. Leland, Assistant State Leader of County Club Agents, July 1, 1928, $3,000
Hazel M. MacMasters, Laboratory Assistant in Chemistry, September 1, 1928, $1,800
Mrs. Maud Marshall, House Mother, Women's Dormitory, July 1, 1928, $1,320 and room
Ida Ryder, Junior Clerk & Stenographer, Division of Horticulture, August 1, 1928, $960
Mrs. John Warren, Junior Clerk & Stenographer, Extension Service, July 9, 1928, $960

Promotions

Promotions

Rene L. Barton, Laboratory Assistant, Dept. of Pomology, August 1, 1928, $1,200; from Junior Clerk and Stenographer
Oliver W. Kelly, Senior Seed Analyst, July 1, 1928, $2,400; from Instructor in Agronomy

It was

VOTED: That these changes be approved.

Early Consideration of Salary Increases

The President described a difficulty of administration under the present system in which salary increases and appointments for the succeeding year, recommended by the College to the Commission on Administration and Finance, are not finally acted upon until late in May or June. It was

VOTED: That the Commission on Administration and Finance be asked to give special early consideration to the request of the College for annual increases in salary for personnel so that the President may be notified of its decision on or before May 15, if possible.

Deposit for Admission

The President explained the need for a regulation requiring a deposit at the time a student files application for admission to the College. It was

VOTED: That the President, the Dean and the Treasurer be authorized to require a deposit not to exceed $5.00 from each student at the time of filing application for admission and a deposit not to exceed $15.00 for the reservation of a room in a college dormitory.

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Tuition Fee for Graduate Students

It was pointed out to the Committee by the President that the Trustees have never fixed a tuition fee for Graduate Students, this matter having been left at the time other fees were set for later consideration. It was decided to leave the matter pending until the President is ready to make definite recommendation for change of status.

The recommendation of the Dean that non-resident tuition be reduced to the resident rate in the case of certain needy students was discussed. It was

VOTED: That the matter be left with President Thatcher and Mr. Bacon for disposition.

Change of College Calendar

The President announced to the Committee that the College year had been lengthened one week in order to avoid the extremely short third term otherwise necessary. This means that Commencement will come June 14-17 and at the same time as the Commencement at Amherst College.

The meeting adjourned at 1:35 p.m.

_____ Chairman

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXTENSION SERVICE

Boston, Massachusetts, September 27, 1928

The meeting convened at 1:45 p.m.

PRESENT: Trustees Thatcher, Dewey, Arnold, Gannon, Bowditch, Gilbert. Director Munson was also present.

In the absence of Trustee Chandler, Mr. Bowditch was nominated Acting-Chairman.

Director Munson presented and explained the proposed Extension Service Budget for 1929. This Budget includes the following estimates of expenditures:

Extension Service Budget

| | |
|---|---|
| Personal Service | $100,670.00 |
| Maintenance | 39,850.00 |
| | $140,520.00 |
| Less Federal funds | 38,908.00 |
| State Appropriation required for 1929 | 101,612.00 |
| State Appropriation granted 1928 | 92,000.00 |
| Increase for 1929 over 1928 | 9,612.00 |

It was

VOTED: To accept the Budget and to recommend it for approval to the Board of Trustees, through the Finance Committee.

The meeting adjourned at 2:15 p.m.

Robert D Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON THE EXPERIMENT STATION

Boston, Massachusetts, September 27, 1928

The meeting convened at 3:00 p.m. with Chairman Preston presiding.

PRESENT: Trustees Preston, Thatcher, Arnold, Pollard. Director Sievers was also present.

Experiment Station Budget

Before asking Director Sievers to present the proposed Budget for 1929 for the Experiment Station, President Thatcher pointed out that since the enactment of the Purnell Bill, appropriating increasing funds to the Experiment Station, the State Budget for this Department has not been increasing. This is in accordance with the agreement which Director Haskell made with Budget officials at the State House. It was pointed out that this arrangement need not continue after the 1929 Budget and the Committee concurred with the President and Director in their plan to ask for increased funds in the 1930 Budget.

Director Sievers Explained the proposed Budget for 1929. This includes the following items:

| | |
|---|---|
| Personal Service | $155,107.00 |
| Maintenance | 27,260.00 |
| Total | 182,367.00 |
| Federal Funds deducted | 84,167.00 |
| State Appropriation required 1929 | 98,200.00 |
| State Appropriation granted 1928 | 98,200.00 |

COMMITTEE

It was

VOTED: That the Budget be accepted and recommended to the Board of Trustees through the Finance Committee for approval.

Control Service Budget

Director Sievers presented the recommended Budget for Control Service for 1929. This Budget includes the following items:

| | |
|---|---|
| Personal Service | $45,836.00 |
| Maintenance | 21,565.00 |
| Total State Appropriation required 1929 | 67,400.00 |
| State Appropriation granted 1928 | 50,300.00 |
| Increase 1929 over 1928 | 17,100.00 |

It was explained that this appropriation is required for a service which is fully self-supporting and that increases here are not increases in net cost since they are offset by increased receipts. It was

VOTED: To accept the Budget as proposed and to recommend its approval to the Board of Trustees through the Finance Committee.

Laboratory Service Budget

The proposed Budget for Laboratory Service for the year 1929 was presented by Director Sievers. This Budget includes the following items:

| | |
|---|---|
| Personal Service | $ 4,890.00 |
| Maintenance | 750.00 |
| State Appropriation required for 1929 | 5,640.00 |
| State Appropriation granted 1928 | 2,760.00 |
| Increase 1929 over 1928 | 2,880.00 |

This is a new Service which was only commenced July 1, last, and funds appropriated in the preceding Budget were only sufficient for one-half year. The increase represented is practically entirely for the purpose of putting the Service upon an annual basis which was contemplated in the preceding appropriation. It was

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COMMITTEE

VOTED: To accept the Budget as proposed and to recommend its approval to the Board of Trustees through the Finance Committee.

Market Garden Field Station Budget

The proposed Budget for the Market Garden Field Station for 1929 was presented by Director Sievers. This Budget includes the following items:

| | |
|---|---|
| Personal Service | $ 8,400.00 |
| Maintenance | 6,000.00 |
| State Appropriation required 1929 | 14,400.00 |
| State Appropriation granted 1928 | 12,700.00 |
| Increase 1929 over 1928 | 1,700.00 |

It was

VOTED: That the Budget be accepted and recommended to the Trustees through the Finance Committee for approval.

Study of Child Life in urban and suburban districts

Miss Arnold spoke of the need for study into the conditions of child life in urban and suburban districts. Upon motion by Dr. Gilbert, subsequently seconded, it was

VOTED: That this Committee, representing the Board of Trustees, suggests to the Woman's Advisory Council the opportunity for great public service which that organization might render by making a comprehensive study of the conditions affecting the development of child life under our rapidly changing domestic environment; and offers the facilities of the Experiment Station which may be available and useful in such a study.

The meeting adjourned at 4:30 p.m.

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON THE COLLEGE FARM

Boston, Massachusetts, September 27, 1928

The meeting convened at 4:30 p.m. with Chairman Bowditch presiding.

PRESENT: Trustees Bowditch, Richardson, Ellis, Gilbert, Thatcher. Director Sievers and Mr. Montague were also present.

The President read to the Committee a proposal by Mr. Montague concerning the disposal of aged female livestock so as to keep within the limit of thirty animals in each breed set by this Committee. It will be necessary to dispose of some of the Guernsey cattle this fall. Mr. Montague proposes to place four old cows, which have made high records and are of excellent breeding upon Mr. Gaskill's farm near the College. This will make possible the return to the College herd of all heifer calves and Mr. Gaskill will have the milk and the bull calves in payment for keeping the cattle. It was

Disposal of livestock

VOTED: To approve Mr. Montague's proposal as outlined above.

Mr. Montague reported concerning the project to exchange the present stallion for a younger horse. He believes arrangements can be made so that such an exchange will not cost the College anything and the Commission on Administration and Finance has approved such an exchange.

Exchange of Stallion

It has been a policy of the College in the past and is a policy of most breeders of livestock to

COMMITTEE

Bonus for attendants

pay a bonus out of prize winnings to those attendants who are largely responsible for fitting winning cattle. Only recently the policy on the part of the College has been questioned and Mr. Montague wished to know the attitude of the Trustees in this connection. It was

> VOTED: That it be a principle of the livestock exhibition policy of the College to reward attendants who are largely responsible for fitting prize winning animals with some payment out of the prize winnings, the amount in each case to be decided by the President and the Superintendent of the Farm.

Sale of Farm Products

The President discussed with the Committee the policy of the College in selling farm products. He stated that he understands the policy to be that the College does not grow products merely for the sake of selling them but for research and educational purposes only. The products thus produced may be sold in town or elsewhere at not less than the prevailing price. The College can, however, sell such products to members of its own staff at any reasonable price which it wishes to set. The committee concurred in this statement of policy.

The meeting adjourned at 5:20 p.m.

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF TRUSTEE COMMITTEE ON FINANCE

Boston, Mass., Sept. 27, 1928, 6:00 p.m.

PRESENT: Trustees Wheeler, Thatcher, Pollard, Gerrett, Ellis, Richardson, Bowditch. Treasurer Kenney was also present.

In the absence of Chairman Clark, Trustee Ellis was nominated temporary Chairman.

Right of Way

Treasurer Kenney presented a request from Assistant-Professor Alexander for the privilege of a right of way upon College land situated in the northerly portion of the former Brooks' farm land and extending to a building lot which he expects to buy. It was

VOTED: To authorize the President and the Treasurer to grant such a right of way in the name of the Trustees if after conference with the Attorney-General this seems advisable.

Budget

The Committee considered the Budget for Maintenance for the year 1928-29. There was expression of the need and desirability of increasing the salary of the Treasurer and it was

Treasurer's Salary

VOTED: To recommend, to the Governor and his Council if necessary, that the position of the College Treasurer be reclassified so as to permit a salary of $5,000 per annum.

In considering the Budget as a whole, it was pointed out by the President that of the $93,667.00 increase involved in the proposal submitted, $45,223.00 are necessary to carry increases in personal service items already granted and to which the College and the State are committed. $17,100.00 in addition is to cover increases in the cost of the Control Service and will be offset by increases in revenue. Only $6,916.00 is requested for salary increases for the ensuing year.

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$3,090.00 represents an increase for new positions and $21,338.00 is recommended in addition to the sum appropriated last year for General Maintenance. After the consideration of Committee recommendations in regard to the Budget and discussion concerning it, it was

VOTED: To refer this Budget including requests of $719,139.00 for Personal Service and $326,388.00 for Maintenance, totaling $1,045,527.00 to the Board of Trustees recommending approval.

The meeting adjourned at 7:35 p.m.

Robert D. Crawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON FACULTY AND PROGRAM OF STUDY

Hotel Bellevue, Boston, Jan. 8, 1929

The Committee convened at 12:30 p.m. Dr. Dewey was appointed temporary Chairman.

PRESENT: Trustees Dewey, Chandler, Gannon, Bacon, President Thatcher.

President Thatcher presented the following resignations and new appointments and it was

VOTED: To approve these.

Resignations

Resignations

Ralph W. Redman, Assistant Director, Extension Service, November 30, 1928

New Appointments

Appointments

Joseph S. Butts, Instructor in Chemistry, October 1, 1928, $1,800
Ralph W. Donaldson, Extension Specialist in Agronomy, November 14, 1928, $3,600
William H. Tague, Assistant Professor of Agricultural Engineering, January 1, 1929, $2,220

He reported to the Trustees the absence of Professor Peters who has been absent from duty since last spring on account of illness and whose absence will have to continue for the same reason for some time in the future. It was

Leave of absence for Professor Peters

VOTED: To approve the continuation of Dr. Peters' leave of absence with pay on account of illness subject to further action by this Committee.

The President reported to the Committee the situation with regard to the granting of the B.V.A. degree. The College has had a tentative agreement with the Division of Vocational Education of the State Department of Education, by which it has given a five year trial to

B.V.A. degree

COMMITTEE

admitting students from vocational agricultural schools and vocational agricultural departments in high schools upon the recommendation of the Division of Vocational Education without requiring the usual entrance preparation, and has granted the B.V.A. degree to persons completing a course of study following such entrance. Upon his recommendation it was

VOTED: To recommend to the Board of Trustees the continuance of this practice according to the plan attached hereto.

Leave of absence for Professor Patterson

The President presented a request from Professor Patterson that he be granted leave of absence with pay during the spring term of this year for the purpose of professional improvement by travel. Upon motiong by Mr. Bacon it was

VOTED: To approve Professor Patterson's request for a leave of absence during the spring term with pay in order that he may take advantange of this opportunity for professional improvement.

The meeting adjourned at 2:10 p.m.

Robert D. Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON EXTENSION SERVICE

Hotel Bellevue, Boston, January 8, 1929

The Committee convened at 2:15 p.m. with Chairman Chandler presiding.

PRESENT: Trustees Chandler, Dewey, Gannon, Frost, Bowditch, President Thatcher. Mr. S. R. Parker was also present representing Director Munson.

Mr. Parker presented to the Committee for Director Munson a report of the work of the Extension Service. He urged the need for the two new positions requested in the current budget, those of Extension Specialist in Agricultural Engineering and Extension Specialist in Plant Pathology. President Thatcher stated in this connection that the Budget Commissioner does not propose to include funds for these new positions in his recommendation and that the matter will have to be taken to the Legislative Committee at the time of the hearing upon the college budget.

Report of Director

President Thatcher asked the advice of the Committee as to the advisability of continuing the publication of the Massachusetts Agricultural Review as a publicity organ of the Institution. It was a question as to whether or not this sort of publication gives as effective publicity as a clip service to the press. It seemed to be the opinion of the Committee that a regular service to the newspapers offers better opportunities for publicity.

Massachusetts Agricultural Review

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Use of Radio

The question was raised as to the policy of the College in answering requests from commercial firms for members of the College staff to broadcast by radio talks under the auspices of these commercial firms.

It was

VOTED: To refer to the President the matter of formulating an institutial policy in this connection.

The meeting adjourned at 3:00 p.m.

Robert D Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON FARM

Hotel Bellevue, Boston, January 8, 1929

The Committee convened at 3 p.m. with Chairman Bowditch presiding.

PRESENT: Trustees Bowditch, Richardson, Gerrett, Russell, President Thatcher. There were also present Messrs. Sievers, Frandsen, Kenney and Montague.

Report of Farm Superintendent

Mr. Montague, Farm Superintendent, reported to the Committee concerning the work which has been carried on during the year in the project to eradicate contagious abortion from the College herd.

Mr. Montague reported that at present the Farm is maintaing more animals than the policy stated by the Trustee Committee authorizes. The problem is the disposition of surplus animals. In order to best handle this disposition the Faculty Committee recommends that the best breeding cows which are positive reactors be segregated from the rest of the herd and kept until their usefulness as breeding stock is past. In order to do this it will be necessary to provide new quarters for the positive reactors and to keep the present dairy farm for negative stock only. The Committee proposes to make available for this isolation stable the basement in the Brooks' Farm barn. The necessary construction in this connection is estimated to cost $3600. Upon motion duly seconded it was

Construction at Brooks' Farm Barn

VOTED: To recommend to the Board of Trustees that a special item be added to the budget in the amount of $3600 with which to undertake this construction at the Brooks' Farm barn.

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Live Stock Replacements

Mr. Montague reported concerning the general farm operations of the year and emphasized the urgent need of stock replacements which he estimates will cost $4400 as a minimum.

The meeting adjourned at 4:05 p.m.

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

Hotel Bellevue, Boston, Jan. 8, 1929

MINUTES OF MEETING OF THE TRUSTEE COMMITTEE

ON EXPERIMENT STATION

The Committee convened at 4:10 p.m. with Chairman Preston presiding.

PRESENT: Trustees Preston, Gilbert, Frost, Chandler, Richardson, Russell, President Thatcher. Director Sievers was also present.

Director Sievers reported concerning the work of the Experiment Station.

Report of Director

He explained that this is a brief outline report and that the full report of the Experiment Station would be issued in the near future as the biennial report of the director of the station.

Annual or Biennial Report

There was a discussion of the advisability of chanding from the biennial to the annual report system and it was the unanimous opinion of the Committee that an annual report is more desirable.

Purnell Expenditures

The Director explained the difficult situation broung about by the present classification of the inter-departmental expenditures of Purnell funds and it was the suggestion of the Committee that the matter be taken up with the Comptroller to try to make an adjustment which will overcome the present difficulty.

Need for Professional Improvement System

The Director reported that he feels an outstanding need of the Experiment Station for some provision for professional improvement of the staff and suggested the possibility of granting leaves of absence on one-half salary with the plan of hiring a substitute to fill the

COMMITTEE

position during such absence at about one-half the salary rate of the regular incumbent. Mr. Frost suggested the possibility of exchanging services with another institution.

Floriculture Research

President Thatcher asked the Committee if it had any knowledge of the proposal of eastern florists to submit a bill to the Legislature requesting an appropriation to carry on research work in floriculture at the Market Garden Field Station at Waltham. No member of the Committee had been directly approached in the matter and it is apparent that the project has not been officially presented to the authorities of the College.

Meeting at Cranberry Station

There was a discussion of the work of the Cranberry Field Station and it was

VOTED: That the Director and the Chairman of the Committee be authorized to arrange for a meeting of the Committee at the Station at an appropriate time next summer.

The meeting adjourned at 5 p.m.

Robert D Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON HORTICULTURE

Hotel Bellevue, Boston, January 8, 1929

The Committee convened at 5 p.m. with Chairman Frost presiding.

PRESENT: Trustees Frost, Chandler, Preston, Russell, President Thatcher. Professor Waugh was also present.

Professor Waugh presented a written report of the work of the Division of Horticulture. In this report he emphasized the building needs of the Division. These are a packing shed at Fisher Laboratory, more room for the Department of Landscape Gardening, and more greenhouse space for the Department of Floriculture. He suggested the possibility of reconstructing the Stockbridge House to take care of the needs of the Department of Landscape Gardening. On motion made and duly seconded it was

Report of Head of Division

VOTED: To authorize President Thatcher and Professor Waugh to arrange for a meeting of the Committee at the College early in the spring to study the building needs of the Division.

Meeting at Amherst

President Thatcher raised a question with the Committee as to the advisability of having a standing committee of the Trustees responsible for the work of the Market Garden Field Station at Waltham. It was

Responsibility for Market Garden Field Station

VOTED: To recommend to the Board of Trustees that the Committee on Horticulture be made responsible for the Market Garden Field Station.

The meeting adjourned at 6 p.m.

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON FINANCE

Hotel Bellevue, January 8, 1929

The Committee convened at 6:15 p.m. Mr. Gerrett was appointed temporary Chairman.

PRESENT: Trustees Gerrett, Bowditch, Richardson, President Thatcher. Mr. Kenney was also present.

Report on Budget

President Thatcher reported concerning his conference with Budget Commissioner Raymond. He believes that the Commissioner will recommend a budget for the College quite adequate to care for the institution during the current year on the approximate basis of last year with sufficient increases to care for increases in salary granted then and probably the one new position of instructor in landscape gardening. Our request for new positions will have to be presented to the Committee on Ways and Means at our hearing before them.

City Club Dues

The bill for annual dues at the Boston City Club for President Thatcher was called to the attention of the Committee and it was

VOTED: To pay these dues from the Sessions Trust Fund.

Report of Treasurer

Treasurer Kenney presented his annual report showing State appropriations for the year ending November 30, 1928 of $958,642.02. State appropriations for special construction during the same year were $106,081.78. Federal appropriations were $206,291.94, making a total amount available for the year $1,271,015.74. Total amount expended including refunds was $1,187,059.97,

leaving a balance of $83,955.77. Of this amount $51,264.86 is Federal funds and the fiscal year for these funds does not close until June 30. Of the remaining balance $13,739.35 is special appropriation funds, $18,951.56 current expense. Of this latter $14,394.28 is the balance of our fuel account and is carried forward for the purchase of coal up to April 1, 1929. There is a balance of $3,557.28 for which we have outstanding orders amounting to $2,769.56 leaving an unexpended balance of $787.92.

The Treasurer also presented a report of trust funds and the dining hall fund.

He stated that the State Auditor had suggested that the Trustee Committee authorize the transfer of certain earnings to the principal in the case of certain trust funds. In accordance with this suggestion the following actions were taken: It was

Transfer of Trust Funds

VOTED: That $4,000 be added from earnings to the principal of the endowed labor fund.

It was

VOTED: That $1,000 be added to the principal of the Whiting Street fund.

It was

VOTED: That $6,000 be added to the principal of the Hill fund.

It was

VOTED: That $500 be added to the principal of the Gassett Scholarship fund.

It was

VOTED: That $1,000 be added to the principal of the D. K. Bangs fund.

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

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The meeting adjourned at 7:40 p.m.

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF TRUSTEE COMMITTEE ON HORTICULTURE

President's Office, April 4, 1929, 2:00 P.M.

PRESENT: Trustees Frost, Chandler, Russell, Whitmore and President Thatcher; Treasurer Kenney and Professor Waugh.

President Thatcher reported concerning the status of the proposed leigslation to establish investigations in Floriculture at the Market Garden Field Station at Waltham. Mr. Frost suggested that some of the persons particularly interested in this project should be seen and the present situation explained to them. It was

Appropriation for Floricultural Research

VOTED: That the matter of explaining the situation with regard to this bill to those interested should be left with the Chairman.

There was a discussion of the location of the new Horticultural Manufactures Building and the needs of the Division of Horticulture for new buildings and equipment. The Committee made an inspection of the proposed location of the Horticultural Manufactures Building and

Location of Horticultural Manufactures Building

VOTED: To recommend to the Trustees that this building be located on the east side of the campus, east of the horticultural service buildings, south of the Infirmary and north of the President's drive.

The Committee inspected the packing and storage house, Fisher Laboratory, and upon the recommendation of the Department

Enlargement of Fisher Laboratory

VOTED: To recommend to the Trustees that additional space be provided by enlargement of Fisher Laboratory.

Professor Waugh set forth the needs of the Department of Landscape Gardening for additional space in connection with other needs of the Division.

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Use of Stockbridge House

The Committee inspected the old Stockbridge House to investigate the possibility of making use of this building for instruction purposes.

After consideration of the needs of the several Departments of the Division of Horticulture, it was

VOTED: That it is the sense of this Committee that a study should be made of the possibility of using the Stockbridge House for housing the department of Landscape Gardening.

Greenhouse Needs

The Committee also inspected the greenhouses of the Division and seemed to be of the opinion that the old Taft range should be taken down in the near future. It was

VOTED: To recommend to the Trustees that provision for additional greenhouse space be made in the five-year building program now under consideration.

The meeting adjourned at 5:30 p.m.

Robert D. Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEE COMMITTEE

ON BUILDINGS AND GROUNDS

President's Office, Amherst, Mass., April 11, 1929

The meeting convened at 9:45 a.m. with Chairman Ellis presiding.

PRESENT: Trustees Ellis, Preston, Whitmore, Gerrett, President Thatcher. Treasurer Kenney was also present.

Upon the recommendation of the Department of Home Economics, it was

"The Homestead"

VOTED: To name the new Home Economics Practice House, "The Homestead".

President Thatcher reported concerning the funds which have been made available by special appropriations for new construction at the College. He described the situation with regard to the request of florists for funds for the establishment of floricultural research at the Market Garden Field Station at Waltham. He also explained that in the Budget Commissioner's estimates had been included an item of $15,000 for fireproofing the Library. Since the President had felt this inadequate, he had asked that it be removed and it its place certain other smaller items substituted.

Special Budget Items

It was then

VOTED: To authorize Treasurer Kenney to negotiate with Mr. Ritchie to supply architect's plans for the Horticultural Manufactures Building.

It was

VOTED: That the President and Treasurer be authorized to arrange with Mr. Markuson for architects drawings for the Abattoir.

Special Construction

COMMITTEE

It was

VOTED: That the funds provided for the construction of new roads be expended under the supervision of the Treasurer.

There was a discussion concerning the construction of other buildings for which funds are provided; including tiling of the milk receiving room in Flint laboratory, erection of garages, poultry house, new construction at Brooks' Farm barn, and it was

VOTED: To authorize the Treasurer to proceed with the construction of each of these items using the regular College employees in doing so.

It was

VOTED: To authorize the Treasurer to expend the special appropriation of $800 for completion of construction work at the new Home Economics Practice House.

There was a discussion of the location of various buildings to be constructed and the Committee inspected various sites. It was

VOTED: To authorize the Treasurer to construct a two-car garage at the Power Plant and a four-car garage at the farm barn.

It was

Location of Buildings

VOTED: To construct the abattoir as an addition to the west side of Grinnell Arena as originally planned.

It was

VOTED: To expend the $1000 available in replacement funds for the construction of cement walks in continuing the cement walk across the Ravine and in front of Draper Hall.

It was

VOTED: To approve the recommendation of the Trustee Committee on Horticulture that the new Horticultural Manufactures Building be located

on the east side of the campus, east of the Horticultural Service Building, south of the Infirmary and north of the President's Drive.

President Thatcher explained to the Committee a project for the use of funds from the Admiral Barber gift for the construction of tennis courts. The Committee investigated the proposed site of these tennis courts west of the Drill Hall and it was

Admiral Barber Tennis Courts

VOTED: To approve the proposal to locate the first three of a series of tennis courts directly to the west of the Drill Hall.

The Committee considered the recommendation of the Trustee Committee on Horticulture that a study be made of the possibility of using Stockbridge House for housing the Department of Landscape Gardening and it was

Stockbridge House

VOTED: To appoint the President, Treasurer and Professor Waugh as a Committee to investigate this propostion.

President Thatcher told the Committee of the request which has been received from the Commission on Administration and Finance that the Trustees prepare a five-year building program for the College since it is expected that the State will complete its present five-year building progra next year. He described to the Committee the needs of the College as they have appeared to him and offered suggestions as to procedure in planning this five-year building program. The President first stated his conviction that the development of a building plan for the College should be a Trustee function rather than the President's or any administrative officer's of the College since the Trustees are a continuing body and

Five-Year Building Program

COMMITTEE

can maintain a consistent policy.

In the President's opinion, the first need of the Institution is for dormitories to house students. He raised a question here as to whether these should be provided by State appropriation or by other means and described the methods in Minnesota, Wisconsin and Nebraska where dormitories are provided by private funds on an investment basis. He feels that if a dormitory is placed in our building program for State appropriation it may block the whole program since he feels that State officials are not in sympathy with the proposal.

The next urgent need of the College is for a Physical Education building and the President feels that this should continue to be a project of the Alumni and not be included in the Trustees' presentation of a five-year building program.

Better library facilities should probably be first in our program of construction by the State. The need is apparently for more adequate study facilities than for more space for storage of books. The question is whether these facilities should be provided by addition to the present building or whether the Trustees should ask for a new building.

The President feels that the College should have an administration building and that this should be included in the five-year building program. If such a building were provided, space would be liberated, by removal of administrative offices from other buildings, that

would be very useful. All of South College could then be made into a dormitory to house perhaps 120 men. The East Experiment Station could probably be made into a very satisfactory Home Economics laboratory.

There is also need for a recitation building to give suitable quarters to four or five Departments which are now scattered over the campus. In the last building program the administration building and recitation building were combined into one item. The President favors separate buildings and proposes this question for consideration by the Committee.

The Landscape Gardening course has enrolled the largest number of students of any major course on the campus and has completely outgrown its present quarters. Some provision must be made for it. The Committee on Horticulture considered this problem and recommended that sutdy be made of the possibility of utilizing the Stockbridge House for this purpose. Professor Waugh favors this plan and it does, without doubt, offer a suggestion which should be carefully investigated.

Additional greenhouse space is needed by the Departments of Floriculture and Vegetable Gardening and the Trustee Committee on Horticulture has recommended that this be provided in the next building program.

Home Economics teaching on the campus is scattered among several buildings and not adequately housed. The Department should be brought together into one building. This will require either a new building

or utilization of a present one which may be vacated. The President has in mind the possibility of utilizing the East Experiment Station provided an administration building can be constructed which will house the Experiment Station administration offices.

The Department of Physics greatly needs better quarters and the President suggests he completion of the Microbiology building for this purpose.

In the last building program an item was included for enlarging Clark Hall for the Department of Botany. The President raised the question as to whether this is necessary. He has a feeling that the College is adequately provided with laboratory space for many more students than we have here and that there is a real question as to whether it is necessary to provide this additional laboratory space. He feels that the needs of several Departments including those of Botany can be met by a rearrangement of the schedule just as well as by increasing the size of this building.

The President proposed that the several miscellaneous small items which will be needed in the next five years be grouped as one item in the program. These include additional space at Fisher laboratory; house for engineer; house for Horticultural foreman; new steam and service lines; roads; better fire protection; remodeling of vacated buildings.

The President feels that we could make better use of our present men's dormitory facilities and recommends that North College at least be remodeled and

renovated so that it will house approximately 70 men.

The question of the needs for additional dormitory facilities for women students was raised by the President. He expressed his opinion that there is not a wide interest among prospective women students in the course which this College offers and that present facilities will be adequate for the next five years or more. He feels that it is wholly a question of the course of study. So long as that remains as it is now, he feels that our enrollment in women students will not grow very much. If the scope of the College should be changed and a more liberal course offered, there would undoubtedly be a considerable growth in the enrollment of women students.

In the discussion which followed, Mr. Whitmore suggested that the Physical Education Building be listed in the five-year building program as an urgent need with the explanation that it is expected that it will be provided through the efforts of the Alumni.

It was suggested that approximate cost figures be secured for the various items proposed by the President.

It was decided that the various members of the Committee will consider this proposition of a building program in preparation for definite action at the next meeting of the Committee. It was proposed that the Committee meet at the College in connection with the annual

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High School Day exercises and it was left with the President to fix the definite time for this meeting. It seemed to be the sentiment of the Committee that there should be a meeting of the full Board of Trustees the latter part of May to pass upon this building program.

The meeting adjourned at 1:45 p.m.

Robert D Hawley Secretary

MINUTES OF TRUSTEE COMMITTEE MEETING ON COLLEGE FARM

President's Office, May 16, 1929

The meeting convened at 10:15 a.m. with Trustee Bowditch presiding.

PRESENT: Trustees Bowditch, Ellis, Gerrett, President Thatcher, Director Sievers, Mr. Montague.

The Committee heard the report of Mr. Montague concerning results of the agglutination test in the College herd. The Committee visited the barns to inspect the herd and also visited the Brooks' Farm Barn where it is proposed to build a temporary dairy stable where positive reactors to the agglutination test may be isolated.

The meeting adjourned at 1:45 p.m.

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS & GROUNDS

President's Office, May 16, 1929

The meeting convened at 2:00 p.m. with Trustee Ellis presiding.

PRESENT: Trustees Ellis, Gerrett, Whitmore, President Thatcher, Mr. Kenney. Trustees Bowditch and Richardson were present for a short time at the beginning of the meeting.

Minutes
Five-Year
Building
Program

The minutes of the preceding meeting were approved without reading. President Thatcher made a general statement of factors to be considered in planning the five-year building program, which was the business of the meeting. He raised as the first question to be decided whether or not a new dormitory should be included in the building program to be sent to the State House. He also pointed out that this question involved consideration of the women's needs as well as those of the men. He reminded the Committee of the proposal which he formerly made that the construction of dormitories be financed by corporate organization rather than State funds.

The Committee passed on to consideration of the various items proposed to make up the five-year building program to be submitted to the Commission on Administration and Finance. These items were listed as follows:

| | | |
|---|---|---|
| 1. Administration Building | $150,000 or | $150,000 |
| 2. Library | 150,000 | 250,000 |
| 3. Recitation Building | | 150,000 |
| 4. Remodeling North College | 30,000 | 30,000 |
| 5. Remodeling South College | 25,000 | 60,000 |
| 6. Building for Landscape Architecture | 36,000 | 70,000 |
| 7. Home Economics Laboratory | 61,000 | 61,000 |
| 8. Packing room addition at Fisher Laboratory | 8,000 | 8,000 |

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| | | |
|---|---|---|
| 9. House for Horticultural Foreman | $6,000 | |
| 10. Greenhouses for Floriculture and Vegetable Gardening | 45,000 | 45,000 |
| 11. Physics Laboratory addition to Microbiology Building | 150,000 | 150,000 |
| 12. New Steam and Service Lines | 50,000 | 50,000 |
| 13. New roads | 40,000 | 40,000 |
| 14. Better Fire Protection | 50,000 | 50,000 |
| 15. Addition to Dining Hall | 13,000 | 13,000 |
| | $814,000 | $1,127,000 |

In discussing the various items listed above, the President pointed out that the construction of an Administration Building would liberate South College for other uses and also the East Experiment Station. The first plan was to make the whole of the South College building into dormitory rooms but the fact that the north wing has never been used for this purpose and was originally constructed for classroom purposes has led to the conviction that it would be better to make only the south portion of the building into dormitory rooms and make the north wing into a recitation building which the President feels would obviate the need of including a separate recitation building in this five year program.

Administration Building

The remodeling and renovating of North College and South College for dormitories and the recitation building would provide accommodation for 120 students or about 60 more than these two buildings now accommodate.

North and South Dormitories

The President pointed out the need for better Library facilities as one of the more important to be considered at this time. He raised the question as to whether it is best to provide facilities for a long period or to meet the immediate needs by smaller appropriations.

Library Facilities

The $36,000 indicated for a Landscape Architect Building contemplates renovation of the Stockbridge House and additions thereto. The $70,000 item is for an entirely new building for this Department. One of these two alternatives must be chosen; the President believes.

Landscape Building

The item for a Home Economics Laboratory contemplates the alteration and addition to the East Experiment Station building when that should be vacated by moving the offices to a new Administration building.

Home Economics Laboratory

Many of the steam and other service lines are very old, some of them being in service thirty years and more, and it is inevitable that some of these will have to be replaced within the next few years.

Service Lines

Item 14 contemplates the laying of an 8-inch water main around the campus in place of the present 6-inch main.

VOTED: To recommend to the Board of Trustees the 15 items listed above, totaling $814,000 as the 5-year building program of the College to be submitted to the Commission on Administration and Finance in response to the request from that Commission.

It was suggested by Mr. Gerrett and generally agreed that the President and members of the Committee should give further thought to the proposal with the understanding that changes may be made prior to the meeting of the Board if these seem advisable.

The Committee suggested that President Thatcher explain to the Board of Trustees at its next meeting the various plans which he has proposed for financing the

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building of dormitories on the campus.

Sewerage Right of Way

The Treasurer recommended that right of way to the College sewerage system be granted to the new residences being constructed on Butterfield Terrace adjoining the campus. It was

VOTED: To recommend to the Trustees that a right of way be granted to the new residents of the north end of Butterfield Terrace to connect their sewer lines with the College sewer with the understanding that the College may connect up to this extension in the future if it so desires.

The meeting adjourned at 4:00 p.m.

Robert D. Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

President's Office, Amherst, 10 A.M., July 13, 1929

PRESENT: Trustees Ellis, Frost, Gerrett, Whitmore, President Thatcher, Treasurer Kenney.

Bids for Construction Horticultural Manufactures Building

Bids were opened for the contruction of the horticultural manufactures building. During the consideration of this matter, Professor Chenoweth, Head of the Department of Horticultural Manufactures, and Mr. Brown, representing the architect were present. Bids were submitted by eight construction firms, the lowest being, $65,600 and the highest $92,000. The funds available for the construction of the building amount to only $55,000. It was, therefore

VOTED: To reject all bids.

Professor Chenoweth and the architect were instructed to revise the plans and specifications so that they may be re-submitted for new bids with the prospect of securing bids within the amount of funds available. This will involve a reduction in specifications.

Contract With Architect

Treasurer Kenney submitted a form of general contract with an architect to be used in the future in negotiating for plans of buildings. It was

VOTED: That the plan be referred to the Attorney General for his comments.

President Thatcher explained that by action of the Legislature $15,000 is now available for the purchase of equipment with which to carry on horticultural research at the Market Garden Field Station at Waltham. Professor Koon has submitted the following proposal for the use of

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Construction at M. G. F. S.

these funds:

| | |
|---|---|
| $5,500 - 7,500 | Greenhouse - 30 x 100 |
| 2,100 - up | Heating unit |
| 1,500 | Constant temperature chamber |
| 3,000 - 4,800 | Laboratories (remodeling present building) |
| 1,500 | Fumigating chamber |
| 700 | Supplies (Lab. & office equipment and furnishings) |
| 650 | Extras and Labor (excavating, grading, Hauling sand, gravel, etc.) |
| 150 | Fuel |
| $15,000 | |

It was

VOTED: To authorize the erection at the Market Garden Field Station of a greenhouse 30 by 100 feet for floricultural investigations.

It was

VOTED: To authorize the drawing of plans for additions to the laboratory at the Market Garden Field Station.

It was suggested that Mr. Dougherty of Waltham be approached in the matter of the services of an architect in view of the past services which he has rendered to the Field Station free of charge.

It was

VOTED: To authorize the securing of bids for a new heating unit at the Market Garden Field Station.

It was

VOTED: To authorize the preparation of plans for a constant temperature chamber and a fumigating chamber at the Market Garden Field Station.

Plans of Abattoir

The Treasurer submitted plans for the proposed new abattoir and it was

VOTED: To approve these plans.

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The Committee visited the site of the proposed new road and walk between South College and the Dining Hall. After considering various locations, it was

Location of Walk

VOTED: To locate the walk inside the tree belt according to the blue line on Professor Harrison's chart and to take out the spruce tree in front of North College.

The meeting adjourned at 12:20 P. M.

Robert D Crawley Secretary.

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

President's Office, Amherst, 10:00 A.M., Aug. 31, 1929

PRESENT: Trustees Ellis, Gerrett, Whitmore, Mr. Kenney, Professor Chenoweth, Mr. Ritchie, and Mr. Jewett were also present.

Bids were opened for the construction of the Horticultural Manufactures Building according to revised plans. These were received from eleven contractors. Two of these, however, did not have certified check included as required, and it was

Bids for Horticultural Manufactures Building

VOTED: To rejct these bids.

It was

VOTED: To award the contract for the construction of the Horticultural Manufactures Building to D. A. Sullivan & Sons on their base bid of $50,393.

The meeting adjourned at 1:00 p.m.

Robert D Crawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON EXTENSION SERVICE

Hotel Bellevue, Boston, September 25, 1929, 2 P.M.

PRESENT: Trustees Gannon, Griggs, Miss Arnold, President Thatcher; Director Munson was also present.

In the absence of Mr. Chandler, Dr. Gannon was nominated temporary Chairman.

President Thatcher explained to the Committee the new form in which the budget was presented.

Director Munson explained the various items constituting the proposed budget for the Extension Service for the ensuing year. This budget calls for a State appropriation of $106,655. and Federal appropriation of $39,305., or a total of $145,960. as compared with the total appropriation of $132,048. of the current year. This means an increase from all funds of $13,912., and an increase from State funds of $13,515. It was

Budget

VOTED: To recommend to the Finance Committee for approval the budget as proposed by Director Munson.

The meeting adjourned at 3 P.M.

Robert D. Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON EXPERIMENT STATION

Hotel Bellevue, Boston, September 25, 1929, 3 P.M.

The Chairman, Mr. Preston, presided.

PRESENT: Trustees Preston, Russell, Miss Arnold, President Thatcher. Director Sievers was also present.

President Thatcher explained to the Committee the new form in which the budget was presented. He also explained that because of increasing Federal funds the State Experiment Station budget has not been increased for five year.

Director Sievers explained the various items in the proposed budget which total $214,495. as compared with $192,700. appropriated for the current year or an increase of $21,795. from all funds. This budget involves increased askings of State funds amounting to $13,845. and increased Federal appropriation of $7,950. It was

Budget

VOTED: To recommend this budget as proposed by Director Sievers to the Finance Committee for approval.

Mr. Russell suggested that the Experiment Station undertake a study of the problem of eliminating soot and creosote formations in chimneys. These formations constitute a grave fire hazard on all farms and he feels that some economical method of eliminating them would be very beneficial to farmers.

Creosote Research suggested

The meeting adjourned at 4:15 P.M.

Robert D. Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

Hotel Bellevue, Boston, September 25, 1929

The meeting convened at 4 P.M. with Trustee Ellis presiding.

PRESENT: Trustees Ellis, Bacon, Preston, Whitmore, Gerrett, President Thatcher. Treasurer Kenney was also present.

President Thatcher told the Committee of the conference which he has recently had with Commissioner Howard relative to the five-year building program proposed by the Trustees last spring. The Commissioner is favorably impressed by the program as presented except that he does not approve wooden construction for State buildings and, therefore, is not in sympathy with the proposal to remodel Stockbridge House for a Landscape Gardening laboratory. He expects to begin the five-year program in 1930 and would be in favor of starting the College program by fireproofing the Library and building two wings for additional space at an estimated total cost of $175,000.

Five-Year Building Program

The President discussed the possible effect which the Physical Education Building project may have upon the building program. It is now proposed by the Physical Education Building Committee to seek State aid for this building in 1930. The Trustees should decide whether they will authorize the Committee to proceed on this basis or whether they wish to put off the Physical Education project for the sake of the Library project. There is also the possibility of proposing both projects

in one year.

The President told the Committee that he, personally, was in favor of giving preference to the Physical Education Building project this year. Mr. Whitmore spoke in favor of giving preference to the Physical Education Building project. It was

Budget item for Physical Education Building

VOTED: To recommend to the Board of Trustees that the Alumni Committee on Physical Education Building be authorized to ask the support of the Governor for the inclusion in the budget for special items for 1930 of the balance needed to erect the Physical Education Building and that the amount thus requested be one not to exceed $250,000 on the basis of a total maximum cost of $375,000 of which the Alumni propose to raise $125,000.

The Committee considered the budget for special appropriations for the ensuing year and it was

Budget for Special Appropriations

VOTED: To recommend to the Board of Trustees that the budget for special appropriations for 1930 consist of the following items:

| | | |
|---|---|---|
| 1. | Physical Education Building (Provided the Governor will support the proposal) | $250,000 |
| 2. | Library additions and fire-proofing (Provided the Governor does not approve the Physical Education Building or provided he will support the inclusion of both items) | $175,000 |
| 3. | Remodeling of North College Dormitory | $ 30,000 |
| 4. | Addition to Fisher Laboratory | $ 8,000 |
| 5. | Road Construction | $ 10,000 |

The President presented the proposal of the Amherst Water Company to buy a tract of land from the College on which to erect a water tower, the considera-

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tion being that the Water Company will lay a new pipe line to the campus for fire protection. It was

Land to Amherst Water Company

VOTED: To recommend to the Trustees that the President and the Treasurer of the College be authorized to petition the Legislature in the name of the Trustees for authority to convey to the Amherst Water Company a certain tract of land about one-hundred feet square fronting on East Pleasant Street for the purpose of erecting thereon a water tower.

November Meeting

It was decided that there should be a meeting of the Committee early in November to consider the matter of plans for the erection of dormitories by funds other than direct State appropriation. President Thatcher was asked to prepare material for consideration at this meeting.

It was

Construction at Market Garden Field Station

VOTED: To authorize the Treasurer to advertise for bids for the construction of greenhouses and additions to the laboratory at the Market Garden Field Station on account of appropriations made by the Legislature for the current year.

The meeting adjourned at 5:30 P.M.

Robert D Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON FINANCE

Hotel Bellevue, Boston, September 25, 1929, 6 P.M.

The Chairman, Mr. Gerrett, presided.

PRESENT: Trustees Gerrett, Ellis, Bowditch, Frost, Griggs, President Thatcher. Treasurer Kenney was also present.

President Thatcher explained the new form in which the budget was presented and pointed out that the proposal involves a total estimate of $1,373,965. as compared with $1,297,128. current appropriation. Of these amounts, $1,061,400. is the estimate from State funds for 1930 as compared with $992,910 appropriated in 1929. Federal funds are increased from $164,958 in 1929 to $173,305 in 1930. The total requested increase is $76,337 of which $68,490 is from State funds. The recommendations of the Trustee Committees on Extension Service and Experiment Station that the budget for these two enterprises be approved as presented was received.

Budget

The following reductions in budget estimates were made by the Committee. The estimate for Productive Departments (F) $113,710 was reduced to $108,710 with the understanding that the budget for the Farm be not increased.

The estimate for Teaching Departments for College Instruction (K) was reduced from $289,705 to $287,705. The estimate for the Extension Service was reduced from $145,960 to $142,960.

The total reduction of $10,000 thus reduced the estimates from State funds from $1,061,400 to $1,051,400 an increase of $58,490 over the appropriation of the

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current year. It was

VOTED: To recommend to the Board of Trustees as the budget for Maintenance for the fiscal year 1929-30 this budget totaling $1,051,400 from State funds and $173,305 from Federal funds.

The meeting adjourned at 8:00 P.M.

Robert D. Hawley Secretary

MINUTES OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

Market Garden Field Station, Waltham,

October 16, 1929, 11 A.M.

Trustee Ellis presided.

PRESENT: Trustees Ellis, Preston, Mr. Kenney, Professor Thayer, Professor Kson, Mr. Dempsey, Mr. Dougherty, architect.

Greenhouse Construction Bids

Bids were open for the construction of a greenhouse 30 x 100 at the Market Garden Field Station. These were received from five firms. On the basis of these, it was

VOTED: To award the contract for the construction of this greenhouse to the American Greenhouse Manufacturing Company on the basis of their bid of $6100.

Laboratory Construction Bids

Bids were open for the construction of an addition to the office and laboratory building at the Market Garden Field Station according to specifications previously submitted. There were three bidders. It was

VOTED: To award the contract for the construction of this addition to the laboratory and office building at the Market Garden Field Station to the A.A. Walsh Company of Waltham on the basis of their bid of $2650.

Sign

The Chairman suggested that the sign which designates the Market Garden Field Station might well include the name "Massachusetts Agricultural College".

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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The Committee received a request from the Q.T.V. fraternity that they be allowed to place a bronze tablet on the wall of South College commemorating the founding of the fraternity. The Committee approved the request and referred the matter of location to the President and Treasurer with power.

Q.T.V. Tablet

The meeting adjourned at 12 M.

Robert D. Crawley Secretary

MINUTES OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

Boston City Club, Boston, November 22, 1929

The meeting convened at 12:30 P.M. with Chairman Ellis presiding.

PRESENT: Trustees Ellis, Preston, Bacon, President Thatcher, Mr. Kenney.

President Thatcher presented to the Committee the recommendation of Mr. Montague, Farm Superintendent, that arrangements be made, if possible, to have all of the farm land of the College included in the town of Amherst. The present town line divides the farm between the town of Amherst and the town of Hadley and thereby excludes some of the people living in the farm cottages from the school and other privileges of the town of Amherst. It was

Town Line

VOTED: To refer the matter to the President and Treasurer with power.

The Treasurer reported upon the special road construction work on the campus, recently completed. He recommended that the large cow barn at the Market Garden

Barn at Market Garden Field Station

COMMITTEE

Field Station, which is in a dilapidated condition be torn down. It seemed to be the opinion of the Committee that this matter should rest for the time being.

Garage at Market Garden Field Station

The Treasurer also reported the plans and petition of certain employees of the Market Garden Field Station to build a two-car garage on College land at the Station, this garage to be used by them personally. It was

> VOTED: That the petition of the employees at the Market Garden Field Station to build a garage on College property be referred to the Treasurer with power.

Dormitories

President Thatcher raised with the Committee the question of securing legislative authority for building dormitories upon College property by the use of other than State Funds. He described the method by which this is done at the University of Wisconsin, at Carleton College, and at the University of Nebraska. There was discussion of the relative merits of these three different plans. It was pointed out that, because of the fact that student enrollment did not increase this year, the need for additional dormitory facilities is not as had been anticipated. It was

> VOTED: That the Committee make a report of progress to the Board of Trustees at the next annual meeting indicating that it has studied this question and finds it a complex one and recommends that it be granted additional time for further study.

The meeting adjourned at 2:30 P.M.

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON HORTICULTURE

President's Office, Amherst, December 3, 1929, 1:30 P. M.

Chariman Frost presided.

PRESENT: Trustees Frost, Russell, Whitmore, Chandler, President Thatcher, Professor Waugh.

The Chairman mentioned a number of matters which he wished the Committee to consider including the forest reservation on Mt. Toby; the new Horticultural Manufactures Building; the work of the Departments of Floriculture and Vegetable Gardening at the College and at the Market Garden Field Station.

Professor Waugh told of the increasing needs of the Division of Horticulture because of large increases in student enrollment in the courses offered by the Division. There was a free discussion of the various questions involved.

Horticultural Division Enrollment

After considering the various methods of meeting the needs for more room by the Department of Landscape Gardening, it was moved by Mr. Chandler and subsequently

Landscape Gardening Building

VOTED: To recommend to the Trustee Committee on Buildings and Grounds that the items in the five-year building program which were included to provide for the Department of Landscape Gardening be changed to an item for a new building architecturally planned to be in keeping with the work of the Department, preliminary plans and estimates to be recommended by the Department.

The meeting adjourned at 4:50 P.M.

Robert L. Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

FACULTY AND PROGRAM OF STUDY

Boston City Club, January 13, 1930, 12:30 P. M.

Trustee Dewey, Chairman, presided.

PRESENT: Trustees Dewey, Bacon, Gannon, Chandler, Thatcher, Gilbert.

Reports of Director of Graduate School Director of Short Courses, Dean of College

President Thatcher presented a summary of the annual reports of the Director of the Graduate School, the Director of Short Courses, and the Dean of the College. He also discussed with the Committee tentative plans for changes in the Course of Study. He pointed out that, under the present curriculum, students who come to the College expecting to major in Agriculture meet no member of the agricultural faculty during the first year. One of the proposed changes is to make it possible for students who intend to major in Agriculture to begin their specialization in the first year. He pointed out that this might mean omitting from the first year course of these students the courses in modern language and mathematics which are now required in the first year of all students. It has been suggested that such a course as this might better lead to the degree, Bachelor of Science in Agriculture, B.S.A., and the award of the Bachelor of Science, B.S. degree be to those students who follow the present curriculum.

Course of Study

While no definite action was taken, the suggestions which the President made seemed to meet with

the approval of the Committee.

The meeting adjourned at 2:00 P. M.

Robert D Crawley Secretary

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON

EXTENSION SERVICE

Boston City Club, January 13, 1930, 2:00 P. M.

Trustee Chandler, Chairman, presided.

PRESENT: Trustees Chandler, Dewey, Gannon, Gilbert, Bowditch, Thatcher, Director Munson was also present.

Director Munson presented to the Committee a plan for professional improvement for County Extension Workers. The principal provisions of this plan are as follows:

Professional Improvement - Extension

1. Any member of a county extension service staff who has completed five or more consecutive years of service in extension work in one county shall be granted a leave of absence with pay of one month for each year, separate from regular vacation or sick leave, for the purpose of professional improvement. Such leave may be cumulative, viz: five months after five years' service; or it may be divided, viz: two months each year for two years after four years of service, but the allotment of leaves shall be mutually agreed upon by the Director of Extension, the Board of Trustees for the county and the agent concerned.

2. Study, research, travel, or employment, which provides an opportunity for increase of knowledge or development or technique on the part of the indi idual agent, useful to him in extension service shall be considered professional improvement. The selection of the form of professional improvement for which leave is granted must be approved by the county, Board of Trustees and the Director of Extension Service.

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3. The maintenance of the county service during the absence of an agent on leave for prfessional improvement, should be provided for by the appointment of a state extension staff member, qualified to assume the duties of the absent agent. This substitute agent while serving under the direction of the county organization, will receive his or her full salary from the State Extension Service.

4. The state extension service should maintain sufficient staff members to permit the temporary appointment of an agent in each field, viz: agriculture, home demonstration and junior club - to county work, when county workers are granted leave of absence under these regulations.

5. The appointment of state extension service workers to substitute for county agents on receipt of county applications for same shall be made on the basis of seniority in service of agents for whom applications are made.

6. Any county extension staff member taking leave of absence for professional improvement shall agree to resume his or her service for at least one year after the expiration of his leave.

Discussion centered upon the provisions of Paragraph #3 and as to whether or not the State could finance such a proposition. It was

VOTED: To endorse the plan and to recommend to the Trustees that machinery be set up to put it into operation but that until the State will provide necessary funds, it will be necessary for the Counties to pay for any substitution service rendered.

The meeting adjourned at 3:00 P. M.

Robert D Hawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE

ON FARM

Boston City Club, January 13, 1930, 3:00 P. M.

Trustee Bowditch, Chairman, presided.

PRESENT: Trustees Bowditch, Richardson, Gerrett, Ellis, Gilbert, Thatcher. Director Sievers and Assistant Professor Montague were also present.

Upon the recommendation of the President it was

VOTED: To recommend to the Trustees that Article I of the By-Laws be changed from "(4) Committee on College Farm" to read "(4) Committee on Agriculture". Amendment to By-Laws

Mr. Montague reported concerning the progress which has been made in the blood testing program for College cattle. He recommended that an office be established for the College Farm near the farm buildings and that for this purpose either an addition be built to to the superintendent's house or a new structure erected. It was Report of Mr. Montague

VOTED: That the Committee favored the erection of a small separate office building to cost not more than $3000 to be located near the present farm buildings. Farm Office Building

Mr. Montague reported concerning the progress of the pasture improvement project on the College Farm which is being conducted in cooperation with the Synthetic Nitrogen Products Corporation. He reported that the Corporation did not plan to render as much financial support in the future as it has in the past and that some question has been raised as to the advisability of continuing the project. It was

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Pasture Improvement Project

VOTED: That the matter of continuing the pasture improvement project on the College Farm be left with the President with power.

Mr. Montague also reported the needs for livestock replacements on the College Farm.

The meeting adjourned at 4:05 P. M.

Robert D. Hawley Secretary

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXPERIMENT STATION

Boston City Club, January 13, 1930, 4:10 P. M.

Trustee Preston, Chairman, presided.

PRESENT: Trustees Preston, Richardson, Frost, Gilbert, Thatcher. Director Sievers was also present.

Report of Director

Director Sievers presented the annual report of the Experiment Station.

Fee for Poultry Testing

Dr. Gilbert raised a question concerning the fee charged for the poultry disease elimination testing service. President Thatcher pointed out that the current fee barely covers cost and that until very recently it has not even covered cost. It seemed to be the opinion of the Committee that it is not yet time to consider lowering the fee.

Organization at M. G. F. S.

Mr. Frost asked for the Boston Market Gardeners if any change in the organization of the Market Garden Field Station was contemplated. Director Sievers pointed out that the present administrative system is not satisfactory and yet not immediate or definite change is now under consideration.

The meeting adjourned at 5:00 P.M.

Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON FINANCE

Boston City Club, January 13, 1930, 5:00 P. M.

Trustee Gerrett, Chairman, presided.

PRESENT: Trustees Gerrett, Ellis, Bowditch, Frost, Richardson, Thatcher, Treasurer Kenney.

The Treasurer presented the annual report of his office and it was

Annual Report of Treasurer

VOTED: To receive the report and refer it to the Trustees for approval.

Upon the recommendation of the President, it was

Sessions Fund Appropriations

VOTED: To appropriate $80.00 from the income of the Sessions Fund to be used for prizes in the literary contest to be conducted in connection with High School Day.

It was

VOTED: To appropriate $25.00 from the income of the Sessions Fund to pay the travel expense of Mr. E. W. Bell, Instructor in Agricultural Economics, to New York City to accompany his class of students in Marketing.

It was

Admiral Barber Tennis Courts Appropriation

VOTED: To authorize the Treasurer to borrow from the income of the Sessions and Burnham Funds the amount of $822.00 with which to reimburse the Athletic Association for money which it has spent for the construction of the Admiral Barber Tennis Courts with the understanding that the income from the Barber Fund will be used as it accumulates to reimburse the Sessions and Burnham Funds.

It was

Physical Education Building Appropriation

VOTED: To appropriate $2500 from the accumulated balance of the Textbook Trust Fund to be contributed to the Physical Education Building Fund.

The meeting adjourned at 4:50 P. M.

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After the departure of President Thatcher and Treasurer Kenney the Chairman again called the Committee to order and asked that consideration be given to the salaries of the President and Treasurer. In the discussion which ensued, it was pointed out that the Trustees do not wish to antagonize State officials in charge of personnel policies. In view, however, of their appreciation of the very meritorious service rendered, it was

Salary of the President

VOTED: To investigate the possibility of arranging an annual salary rate of $8500 for the President of the College.

It was

Salary of the Treasurer

VOTED: To investigate the possibility of arranging for the payment of an annual salary of $4800 for the Treasurer of the College.

The meeting adjourned at 6:00 P. M.

Robert D Crawley Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

President's Office, Amherst, March 13, 1930, 2:30 P. M.

Trustee Ellis presided.

PRESENT: Trustees Ellis, Gerrett, Preston, President Thatcher, Treasurer Kenney.

Mr. Ellis stated that he had inspected the new building and greenhouse at the Market Garden Field Station and that he and the staff at the Station were very well satisfied with the new construction. It was

Acceptance of new buildings at M. G. F. S.

VOTED: To accept the new building and greenhouse at the Market Garden Field Station and to authorize the Treasurer to make payment therefor.

The Treasurer explained the plan for remodelling North College at a cost of $30,000 which sum is expected to be made available by the appropriation bill of the current year. He stated that there was need for some services by an architect and upon explanation by Mr. Ritchie that for such work as this it is frequently arranged to make the architect's fee three times the cost of the actual drafting time. It was

Architect for North College

VOTED: To approve the appointment of Mr. Ritchie to do the required architectural work on the basis which he described.

The actual approval of plans for remodlling the building was postponed until a later meeting.

President Thatcher called the attention of the Committee to the fact that some of the pledges to the Physical Education Building Fund are payable when the Trustees of the College state that sufficient funds are paid, pledged, or raised from any source to assure the

Funds for Physical Education Building

erection of the building. It was

VOTED: To authorize the Secretary to give notice, upon receipt of advice that the State's appropriation is available, that sufficient funds are then paid in, pledged or raised to assure the erection of this building.

Architect for Physical Education Building

Mr. Goodwin, representing the firm of architects of Morse & Dickinson, appeared before the Committee and explained the new plans for the building which his firm has drawn. It was

VOTED: To award the contract for architectural work on this building to the firm of Morse & Dickinson with the understanding that the fee will be 6% of contract costs plus such travel expenses as may be necessary, this action to be effective when the State's appropriation is available.

Option on land to Theta Chi

Mr. Kenney presented a request from the Theta Chi Corporation, a fraternity at this College, to buy one or two building lots owned by the College on North Pleasant Street at the corner of Butterfield Terrace and to ask for an option on these lots until July 1st. It was

VOTED: To offer this fraternity corporation, subject to the approval of the Board of Trustees, an option on the two lots in question, $2000 for both lots, $1250 for the corner lot, $1000 for the northern lot.

Acceptance of Horticultural Manufactures Building

The Committee inspected the new Horticultural Manufactures Building which is practically completed, although some minor work still remains to be done. It was

VOTED: To accept the building subject to approval by the President and the Treasurer of the minor work still remaining.

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The President called the attention of the Committee to the fact that the lease on the Tuxbury tract fronting on Pleasant Street will expire next year. Negotiations have been made with the administrators for the Estate and assurance has been given that the lease could be renewed for a period of five years at the current rental rate of $125.00 per year. It was

Tuxbury Lease renewed

VOTED: That the lease be renewed for five years on the present terms.

The current legislative appropriation bill carries an item of $5000 for the extension of water mains on this campus. It was

Water mains authorized

VOTED: To authorize the Treasurer to arrange for the installation of such mains when these funds are available.

By special act of Legislature, the Trustees have been authorized to convey a certain tract of land on East Pleasant Street to the Amherst Water Company. It was

Deed to Amherst Water Company

VOTED: To authorize the Treasurer to have a deed drawn for the conveyance of this land and in accordance with the terms of the act.

The current appropriation bill also includes an item of $8000 for the construction of an addition to Fisher Laboratory. It was

Construction at Fisher Laboratory

VOTED: To authorize the President and Treasurer to approve plans for the construction of this addition.

The meeting adjourned at 3:45 P. M.

Robert D. Hawley Secretary

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COMMITTEE

MINUTES OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

Market Garden Field Station April 9, 1930, 2:30 P. M.

Trustee Ellis, Chairman

PRESENT: Trustees Ellis, Preston, Gerrett, President Thatcher, Treasurer Kenney

North College Dormitory

Treasurer Kenney presented Mr. Ritchie's plans for reconstruction in North College dormitory. According to estimates of cost which Mr. Jewett has made, these changes would cost $29,000. In view of the fact that the appropriation is $30,000 and it is necessary to use about $6,000 of this for the purchase of furniture, it seemed necessary to ask to have the plans revised. It was

VOTED: That the plans be referred back to Mr. Ritchie with the understanding that Mr. Jewett will confer with him and that they will agree upon plans which can be carried out with the funds available.

Water Mains

Treasurer Kenney proposed a change in the plans to install larger water mains for fire protection under the provisions of the $5,000 appropriation for this purpose. The new proposal is to run an eight inch main from the meter by Mr. Broadfoot's house around the campus to about North College. It was

VOTED: To approve this plan provided it also meets with the approval of the State Engineer.

It was

Physical Education Building

VOTED: To authorize the Treasurer to advertise for bids for the construction of the Physical Education Building as soon as plans have been approved by the Governor and Council.

The Committee inspected the old cow barn at the Field Station which it has been proposed to demolish be-

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cause of its dilapidated condition. It was

Cow Barn
Market Garden
Field Station

VOTED: To authorize Superintendent Dempsey to demolish the barn and to construct a shed south of the road using salvaged materials so far as possible.

The meeting adjourned at 3:30 P. M.

Robert D Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

Hotel Bellevue, Boston, May 8, 1930, 12:30 P.M.

Trustee Ellis presided.

PRESENT: Trustees Ellis, Bacon, Preston, Gerrett, President Thatcher, Treasurer Kenney

Physical Education Bldg. plans approved

The Treasurer presented to the Committee the final plans for the construction of the Physical Education Building as they have been approved by State officials. It was

VOTED: To authorize the Treasurer to advertise for bids for the construction of the building according to these plans.

North College remodeling plans approved

The Treasurer presented plans for remodeling North College dormitory and it was

VOTED: To authorize the Treasurer to proceed with the remodeling of this building according to the plans as presented.

Furniture for South College

The President explained to the Committee the advisability of placing the dormitory rooms in South College on the same basis as those in North College and stated that it would be necessary to furnish these rooms in order to do this. Since no State appropriation is available for this purpose, it was

VOTED: That the Treasurer be authorized to expend from Trust Funds, an amount not to exceed $2000 for the purchase of furniture for South College dormitory with the understanding that said funds will be reimbursed from receipts from the student rental of this furniture.

Sale of Butterfield Terrace property

The Committee received a proposal from Mr. W.A. Munson, Director of the Extension Service, asking for an option upon land on Butterfield Terrace opposite his home grounds for the purpose of protecting his location.

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Following a discussion in which it was pointed out that the Committee did not feel that Mr. Munson needed to protect his location in this way, it was

VOTED: To be the sense of the Committee that until further action is taken by the Committee the College property on the west side of Butterfield Terrace and east of the building lot sites on Pleasant Street is not for sale.

The meeting was adjourned at 1:50 P.M. to meet at Amherst at 11:00 A.M., June 2, when bids for the construction of the Physical Education Building will be open.

Robert D Crawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

President's Office, Amherst, June 5, 1930, 1:30 P.M.

Trustee Ellis presided.

PRESENT: Trustees Ellis, Gerrett, Whitmore, Thatcher, Treasurer Kenney. Professor Hicks, Mr. Jewett, and Mr. Morse, the architect, were also present.

Physical Education Building

The Chairman asked the Treasurer to open the bids for construction of the Physical Education Building. The Treasurer read a telegram from one of the contractors, Edmund Rappoli of Cambridge, asking the privilege of telegraphing his proposal later. It was the decision of the Committee that this proposal cound not be received since it was not at hand at the time advertised for the opening of bids.

Bids were received from seventeen contractors of which the lowest was that of J. G. Roy & Sons Company of Springifeld, Massachusetts. It was

VOTED: To accept the bid of $224,634 of the J. G. Roy & Sons Company of Springfield, Massachusetts for the construction of the Physical Education Building.

It was

VOTED: That alternate proposals be accepted and included in the contract as follows: (1) for the installation of thermostatic control for the heating system at an additional cost of $2500; (2) for the substitution of York unit heaters for Kijet heaters at a deduction from the original contract bid of $475, and (3) for furnishing all labor and materials necessary in the installation of four inch under drains at an additional cost of 75¢ per lineal foot.

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It was

VOTED: That the Treasurer be authorized to proceed with the exterior work in connection with the construction of the Physical Education Building in accordance with item 3 or his memorandum of June 5 at a cost not to exceed $11,500.

The meeting adjourned at 3:00 P.M.

Robert D Crawley Secretary

MINUTES OF TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

Treasurer's Office, Amherst, July 5, 1930, 1:30 P.M.

Trustee Ellis presided.

PRESENT: Trustees Ellis, Gerrett, Whitmore. There were also present Mr. Kenney, Mr. Hicks, Mr. Jewett, three members of the Roy Construction Corporation and Mr. Morse, Architect.

The reading of the minutes of the previous meeting was omitted.

Mr. Kenney read a letter from the Architect with regard to the substitution of certain materials in the construction of the Physical Education Building for those specified in the contract. The first suggestion was that steel stairs be substituted for wooden stairs and it was

Physical Education Building

VOTED: That Boyce type metal stairs with extra nosing, at an additional cost of approximately $3500 to be approved by the Treasurer and the Architect, be substituted for the wooden stair cases specified in the contract.

It was suggested that cut stone be substituted for sand finish stone and it was

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VOTED: To substitute cast stone with cut granite finish for the sand finish stone specified in the contract at an additional cost of $1484.

It was

VOTED: To approve the construction of a transformer vault in the basement at an additional cost of $274.

It was suggested that water struck brick be substituted for the sand struck brick specified in the contract and after thorough discussion of the suggestion it was

VOTED: To allot the sum of $4392 for the substitution of waterstruck brick for sand struck brick in this building provided such a change is approved by the Commission on Administration and Finance.

The Committee inspected various makes of sand struck brick in order to decide which of these to use in case it should not be finally decided to use water struck brick. A preference was expressed for sample numbered three which was a Spencer brick, but final decision was left to Mr. Whitmore, the Architect, and Professor Hicks.

The meeting adjourned at 3:45 P.M.

Robert D Hawley Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON

EXPERIMENT STATION

Market Garden Field Station, Waltham, Mass., July 8, 1930

Mr. Preston presided.

PRESENT: Trustees Preston, Frost, Russell. Director Sievers was also present.

Evaporated Milk Association Research

The purpose of the meeting was for the passing on a cooperative research project to be undertaken with the Evaporated Milk Association.

After considerable and very thorough discussion regarding the advisability of undertaking a project of this nature it was

VOTED: That it was inadvisable to make final disposition of the matter at the time because of the inadequate committee representation.

Golf Greenskeepers Association Research work

The Committee of the Board of Trustees was favored with a visitation of members of a Committee composed of Messrs. J. C. McCormick, Carl E. Treat, and Charles P. Parker, representing the Golf Greenskeepers Association. It was their endeavor to determine the possibilities of having research work in greenskeeping and management conducted by the Experiment Station. They expressed their willingness to be of service and cooperate with the institution making a constructive program of research possible. The members of the Committee present expressed themselves as being very agreeable and favorable to this type of activity on the part of the institution and assured the Greenskeepers that they would be willing to undertake such investigation provided

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adequate funds could be made available.

The next meeting of the Committee was called to be at Waltham at 2:00 P.M., August 6, 1930.

The meeting adjourned.

Fred J. Sievers

MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXPERIMENT STATION

Market Garden Field Station, Waltham, August 6, 1930.

Mr. Preston presided.

PRESENT: Trustees Preston, Frost, Whitmore, Russell, Gilbert. Director Sievers was also present.

The purpose of the meeting was to consider for final action the cooperative Experiment Station project with the Evaporated Milk Association. After thorough and lengthy discussion a motion was made by Mr. Frost and it was

Evaporated Milk Association Research

VOTED: The project be approved, but that in the published report of results no comparison be drawn between evaporated milk and whole milk.

Upon roll call, the motion was passed by Trustees Preston, Frost and Whitmore voting in the affirmative and Trustees Gilbert and Russell in the negative.

The the discussion it was suggested that the Director of the Experiment Station make an effort to have the investigation as outlined in the project conducted in an urban community if such arrangement can be made with-

out seriously upsetting the plans.

The meeting adjourned.

Fred J. Sievers

MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON EXTENSION SERVICE

Hotel Bellevue, Boston, September 30, 1930, 12:30 P. M.

In the absence of Mr. Chandler, Mr. Bowditch was elected temporary Chairman.

PRESENT: Trustees Bowditch, Griggs, Gilbert, President Thatcher. Director Munson was also present.

Director Munson reported the allotment of $8,000 additional Federal Funds this year which are being used to employ a new Assistant Specialist in Home Economics and an Assistant Specialist in Agricultural Economics and to pay the maintenance cost of these positions.

Federal Funds

The budget for maintenance for the Extension Service for the ensuing year was presented and explained by Director Munson. This calls for an appropriation of $110,370 from State Funds and $47,305 from Federal Funds or a total of $157,675 which is an increase of $12,870 over the appropriations of the current year. $8,000 of this increase is provided by increased Federal Funds so that the increase from State sources will be $4,870. It was

Budget

VOTED: To approve the budget as presented and recommend it to the Trustees for adoption.

The meeting adjourned at 2:00 P.M.

Robert D. Hawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF TRUSTEE COMMITTEE ON EXPERIMENT STATION

Hotel Bellevue, Boston, September 30, 1930, 2:30 P.M.

In the absence of Mr. Preston, Mr. Russell was elected temporary Chairman.

PRESENT: Trustees Gilbert, Frost, Russell, President Thatcher. Director Sievers was also present.

Budget

Director Sievers presented and explained the budget for maintenance for the main Experiment Station for the ensuing year. This provides for an appropriation of $112,507 from State Funds and $90,000 from Federal Funds or a total of $202,507. This is an increase of $7,507 over the appropriation of the current year, all of the increase being in State Funds since the Federal appropriations have now reached their maximum under the present laws. It was

VOTED: To approve the budget as presented and recommend it to the Trustees for adoption.

Cranberry Cooperative Project

Director Sievers recommended to the Committee the establishment of a project for investigating the nutritive value of cranberries which would be a cooperative project with the American Cranberry Exchange. It was

VOTED: That the project for establishing a Research Fellowship for study of the nutritive value of cranberries be approved and recommended to the Trustees and that the gift of $1,000 per year offered by the American Cranberry Exchange for this purpose be accepted.

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The budget for the Control Service was then presented and explained. This budget calls for an appropriation of $74,900 from State Funds which is an increase of $5,600 over the appropriation of the current year. It was

Control Budget

VOTED: To approve this budget and recommend its adoption to the Board of Trustees.

A budget of $6,000 was recommended for Laboratory Service which is an increase of $500 over the current appropriation. It was

Laboratory Service Budget

VOTED: To approve this amount and recommend it to the Board of Trustees.

An appropriation of $16,600 was recommended for the Waltham Field Station which represents an increase of $1,500 over the appropriation of the current year. It was

Waltham Field Station Budget

VOTED: To approve this amount and recommend it to the Board of Trustees.

The meeting adjourned at 3:15 P. M.

Robert D Crawley Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON HORTICULTURE

Hotel Belleuve, Boston, September 30, 1930, 3:30 P.M.

Chairman Frost presided.

PRESENT: Trustees Frost, Russell, Whitmore, Preston, President Thatcher. Professor Waugh was also present.

Plans for Landscape Architecutre Building

Professor Waugh exhibited and explained to the Committee plans for the construction of a new building for Landscape Architecture. These plans propose the construction of a brick building on the site of the present Stockbridge House. It was

VOTED: To approve the plans and recommend to the Trustees that an item for this building be included in the budget for special items for the ensuing year, this item to be #2 in the list following the item for the Library and that the estimate for cost be $88,000 for the building; $5,000 for equipment and $5,000 for service connections.

It was the understanding of the Committee that this new proposal takes the place of the original plan to remodel Stockbridge House for the Department of Landscape Architecture, which plan was included in the five-year building program.

Replacement Items

The Chairman called the attention of the Committee to the needs of several Departments for replacement items and upon his recommendation it was

VOTED: To recommend the inclusion in the budget for replacements of an electric refrigerator for the Department of Horticultural Manufactures and two spraying machines for the Department of Pomology.

It was

VOTED: To recommend the purchase from the Emergency Fund of an additional refrigerator unit for Fisher Laboratory at a cost not to exceed $600 in order to make possible the storage of the large crop of McIntosh apples.

The meeting adjourned at 4:30 P. M.

Robert D. Hawley Secretary

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON BUILDINGS AND GROUNDS

Hotel Bellevue, Boston, September 30, 1930, 4:30 P.M.

Chairman Ellis presided.

PRESENT: Trustees Ellis, Preston, Bacon, Whitmore, President Thatcher, Treasurer Kenney

Extension of Water Mains

Treasurer Kenney introduced Mr. Eaton, State Engineer, who presented the revised plan for extension and renewal of water mains on the campus. It was

VOTED: To approve the plan as submitted by Mr. Eaton

It was

VOTED: To extend to the Hartford Fire Insurance Company the thanks of the Trustees for the advice which their engineers have given to the College in connection with the fire protection program.

Budget for Special Appropriations

Consideration was given to the budget for special appropriations for the ensuing year. It was

VOTED: That the first item should be the fireproofing and reconstruction of the Library at an estimated cost of $175,000.

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Upon the recommendation of the Committee on Horticulture it was

VOTED: To list as item #2 the new building for Landscape Architecture at a cost of $98,000.

It was

VOTED: That item #3 be $15,000 for the reconstruction of steam mains to the Physical Education Building subject to modification later on account of possible balances in the Physical Education Building Fund.

It was

VOTED: That item #4 be $10,000 for the repair and reconstruction of roads according to plans proposed by Treasurer Kenney.

It was

VOTED: That item #5 be $5,500 for the construction of a new road past the President's House and over the top of the hill east of the campus according to theplan presented by President Thatcher.

It was

VOTED: That item #6 be $6,000 for the remodeling of the Drill Hall for use as a girls' gymnasium.

It was

VOTED: That item #7 be $2,500 for the construction of a lumber storage shed.

It was

VOTED: That item #8 be $3,000 for the installation of a full automatic stoker at the Power Plant.

It was

VOTED: That item #9 be $5,000 for the Emergency Fund.

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Upon motion duly made, it was

VOTED: That the budget for special appropriations for the ensuing year consist of nine items as listed above totaling $320,000.

The President discussed with the Committee the possibility of getting the Federal Government to construct a building upon the college campus for use of the Northeastern Forestry Experiment Station. This would probably involve the furnishing of heat and light by the College. The sentiment of the Committee seemed to be in favor of the proposal.

Federal Forestry Building

Treasurer Kenney explained the necessity for a new drainage plan for the Physical Education Building and presented bids from three contractors for doing the work. It was

Drainage Contract Physical Education Building

VOTED: To authorize the Treasure to construct the drain as planned and to award the contract to Warner Brothers of Sunderland whose bid of $1994 was the lowest.

Upon the recommendation of the Treasurer it was

VOTED: To authorize the purchase of a water hydrant at $100 to be placed by the College Apiary.

Water Hydrant

Upon the recommendation of the Treasurer it was

VOTED: To grant a right of way to the Western Counties Electric Company to set two poles on the college land east of the Apiary for carrying electric current to the private home of Dr. Hays.

Right of Way, Electric Co.

The meeting adjourned at 5:35 P.M.

Robert D. Hawley Secretary

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MINUTES OF MEETING OF THE TRUSTEE COMMITTEE ON FINANCE

Hotel Bellevue, Boston, September 30, 1930, 6:00 P.M.

Chairman Gerrett presided.

PRESENT: Trustees Gerrett, Frost, Breston, Ellis, Bowditch, President Thatcher, Treasurer Kenney.

Investment of Trust Funds

The Treasurer reported that certain bonds of the Great Western Power Company which represent the investment of Trust Funds are about to mature and it was

VOTED: To authorize him to exhcnage these for securities of a similar nature.

Upon the recommendation of the Trustee Committee on Buildings and Grounds it was

Budget for Special Items

VOTED: To approve the budget for special items totaling $320,000 and to recommend it to the Board of Trustees for adoption.

Consideration was given to the budget for maintenance and to the recommendations of the various Trustee Committees concerning the same. It was

Budget for Maintenance

VOTED: To approve the budget as presented, totaling $1,087,852, State Funds; $181,305, Federal Funds; and $141,510, other funds; grand total, $1,410,667 and to recommend it to the Board of Trustees for adoption.

The meeting adjourned at 7:35 P.M.

Robert D Hawley Secretary

TRUSTEE

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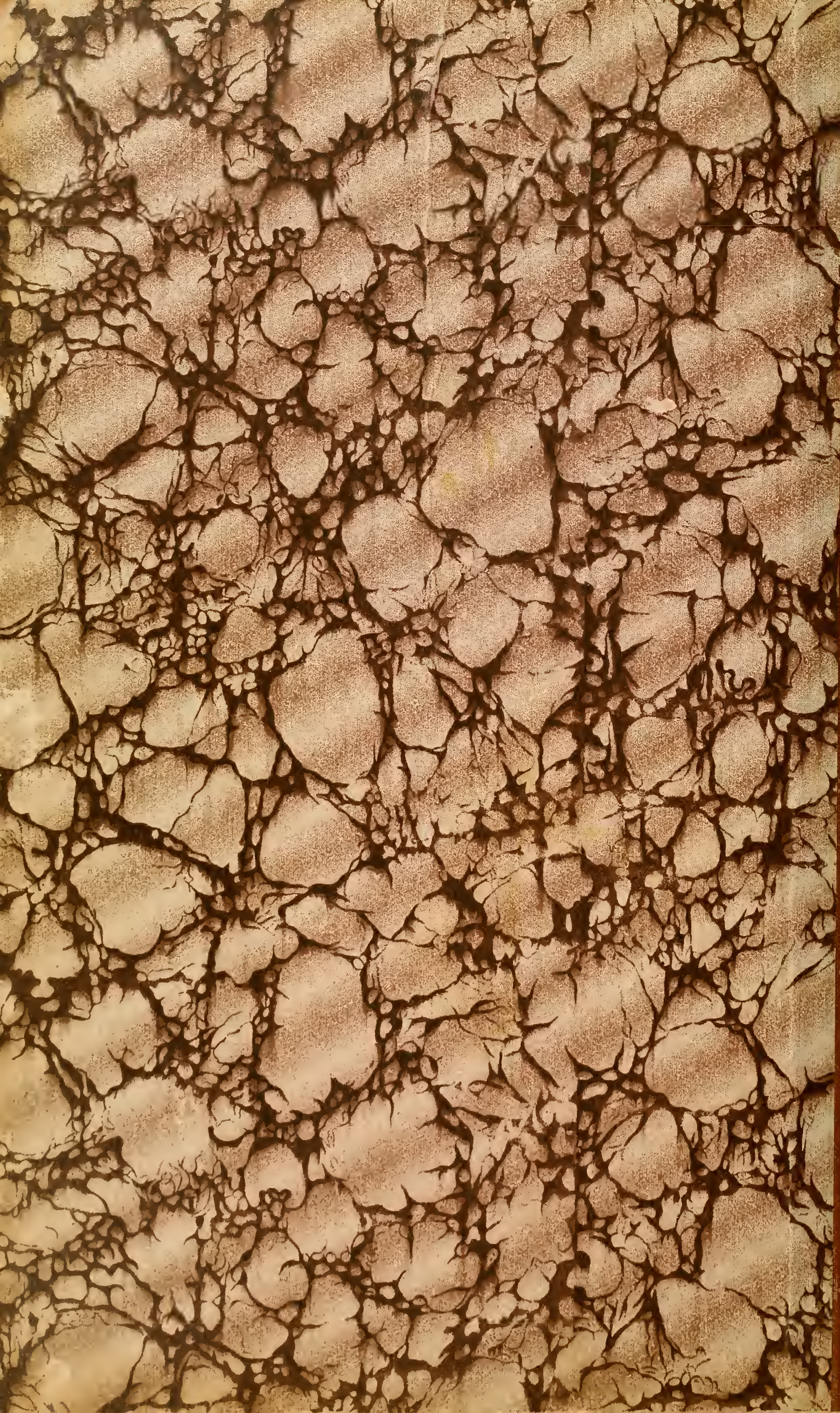
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